



— THE LBS GROUP OF COMPANIES —



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# LBS VACANCY BULLETIN

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## ACCOUNTS ASSISTANT HEAD OFFICE, LLANDEILO

### TEMPORARY FOR 12 MONTHS – MATERNITY COVER

We are looking to recruit a temporary Accounts Assistant to work in a busy accounts function based at our Head Office in Llandeilo starting **1 August 2017**.

Duties will include entering purchase ledger invoices, credit control, data entry, answering the telephone, distributing post, scanning, and general office duties.

Applicants must be computer literate, have good communication skills and telephone manner as well as having a flexible approach to work.

#### Hours of work are

Monday – Friday 8.00am – 5.00pm

Plus alternate Saturdays from 8.00am - 12noon

In return, we offer:

- Staff Pension Scheme
- Staff Purchase Scheme
- Free Staff Uniform
- Cycle to work scheme
- Childcare vouchers

If you are looking to join a successful team then please complete an on-line application form from [www.lbsbm.co.uk](http://www.lbsbm.co.uk)

## HOW TO APPLY

If you are looking for a challenging role and wish to join a successful team then please complete an online application form from [www.lbsbm.co.uk/careers](http://www.lbsbm.co.uk/careers). Or if you have any questions please contact the HR department on [jobs@lbsbm.co.uk](mailto:jobs@lbsbm.co.uk)

