



THE LBS FAMILY



# LBS VACANCY BULLETIN

## ACCOUNTS PAYROLL ADMINISTRATOR HEAD OFFICE, LLANDEILO

An exciting opportunity has arisen for an Accounts Payroll Administrator to join our team within a fast paced accounts department based at our Head Office, Llandeilo.

### About us

Founded in 1931, LBS Builders Merchants is the largest and leading independent builders' merchant in South Wales. With our Head Office in Llandeilo, LBS has grown to include 15 Merchant Branches, a Home & Garden Centre and specialist Civils, Roofing, Heating & Plumbing, Middleton Kitchen & Bathroom showrooms networks along with our newly acquired Truss & Timber Engineering business and Timber & Plywood Distribution business, covering the whole of South Wales from Cardiff to Haverfordwest.

### The Role

- Assist with the end to end payroll cycle, from new joiner setup, variable pay component. Management, submission, data audit, and reporting.
- Be the first point of contact for all payroll queries from employees and promptly resolve any discrepancies that may arise.
- Receiving and processing invoices.
- Ensuring all invoices have been authorised by the relevant persons.
- Credit control.
- General accounting administration duties.

### The Person

The ideal candidate will:

- Be able to demonstrate a "hands on" payroll approach.
- A professional individual with high a level of confidentiality and discretion.
- AAT or is qualified by experience, previous usage of the Sage50 system is desirable.
- Good numeracy and communication skills.
- Ability to work in a changing environment to meet demanding deadlines and timescales.
- Be highly flexibility and adaptable.

**Hours of work: Monday to Friday 8.00 a.m. – 5.00 p.m. plus alternate Saturday mornings  
08:00a.m – 12noon.**

**In return, we offer:** Staff Purchase Scheme - Company Pension - Profit Share Scheme – Uniform - Training and Development.

## 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)

## COMPANY VALUES



KNOWLEDGE



AMBITION



TEAMWORK



INTEGRITY



PASSION