



THE LBS FAMILY



LBS VACANCY BULLETIN

ACCOUNTS ASSISTANT HEAD OFFICE, LLANDEILO

An exciting opportunity has arisen for an Accounts Assistant 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, 5 Heating & Plumbing branches, 7 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

- To be the first point of contact for all branch queries in relation to invoices, credits and customer account information.
- Receive and process invoices.
- Ensure 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" approach to their workload.
- A professional individual with high a level of confidentiality and discretion.
- Good numeracy and communication skills.
- Ability to work in a changing environment to meet demanding deadlines and timescales.
- Payroll and Office experience would be beneficial, but full training is provided
- 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 Plan – AAT Accredited Training – Salaries will be commensurate of experience and skills.

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. Or if you have any questions please contact the HR department on jobs@lbsbm.co.uk

COMPANY VALUES



KNOWLEDGE



AMBITION



TEAMWORK



INTEGRITY



PASSION