



— THE LBS GROUP OF COMPANIES —



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# LBS VACANCY BULLETIN

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## ACCOUNTS ASSISTANT HEAD OFFICE, LLANDEILO

We are looking to recruit an Accounts Assistant to work in a busy accounts function based at our Head Office in Llandeilo.

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:

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
- AAT training support will be available to the successful candidate (if required) after a 12 month period

If you are looking to join a successful, fast-paced, friendly team on a permanent basis 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)

