



**HALE & CO.**  
(Drybrook) Ltd.

**Timber & Builders' Merchants**

# Job Vacancy

**Vacancy Title:** Purchase Ledger Accounts Assistant

**Expiry date:** 16th August 2017

**Details:**

<b>Job Role:</b>	Purchase Ledger Accounts Assistant
<b>Location:</b>	Office Based at our headquarters at Drybrook in Gloucestershire
<b>Remuneration Package:</b>	£ excellent + benefits after a probationary period

**Description:**

Hale and Co. is an independent, family-run builders' merchants, established for many years with an excellent reputation. We are looking for a smart, presentable individual already in or wishing to start a career within the accounts sector. Initially, this post is for Purchase Ledger Accounts Assistant, but for the right candidate there will be the opportunity to expand this role.

Duties will predominantly be processing of purchase invoices, but will also include assisting with the day-to-day running of the office, till reconciliations, handling accounts queries and basic office duties such as answering the telephone and filing.

The ideal candidate will be motivated and trust-worthy, with a willingness to learn. You should possess good analytical and numerical skills. Experience of working in an office would be an advantage, although not essential, as would a basic knowledge of accounts. You must have good concentration skills and the ability to focus on one task for a period of time.

In return, we offer a competitive salary, benefits including a generous pension scheme and healthcare cover, and 22 days paid holiday per annum plus bank holidays.

If you would like to be considered for this position, please print and fill in the following [application form](#) before posting to:

Jake Hale  
Director  
Hale & Co (Drybrook) Ltd.  
Nailbridge  
Drybrook  
Gloucestershire.  
GL17 9JW