

James Burrell

Builders Merchants

An exciting opportunity has arisen for an **Apprentice Accounts Office Clerk**

Location: Head Office, Gateshead

Hours: 40 Per Week (Monday to Friday)

Salary: £7,696 per annum (To be reviewed after 6 months)
You will also be reimbursed the cost of a monthly bus pass

THE ROLE: An Apprentice Accounts Office Clerk would be expected to work alongside the existing Accounts team and learn all aspects of working within a busy accounts department on both sales and purchase Ledger.

DUTIES: Will include but is not limited to:

- Scan and index all depot PODs, drivers logs and goods returns notes.
- Providing customers with proof of deliveries
- Liaising with customers, suppliers and the sales and purchasing departments regarding invoices queries.
- Process credit notes.
- Processing and scanning supplier invoices.
- Covering for the receptionist, including answering a busy switchboard.

Further duties may include:

- Contact customers regarding outstanding account balances and payments required.
- Cash allocation
- Responding to supplier requests for payment.

CANDIDATE: We are looking for a well presented individual who is enthusiastic to learn and develop their knowledge and skills. As a company we have a proven track record of developing trainees into more Senior Roles so this is an excellent opportunity for someone who is looking for a long term career and shows aptitude and commitment to the role.

In return we offer the right candidates full support and training, as well as 27 days holidays per year, a Monday to Friday working week. Starting salary will be at National Minimum wage, to be reviewed as the successful candidate progresses.

THE COMPANY: James Burrell Ltd is an independent builders merchant which was established in 1877. We have eight branches servicing our trading area of Northumberland down to South Yorkshire. We are a leading distributor of building materials, civils products, insulation and timber.

As an independent builders merchants we are a family run company with a culture which is friendly and team orientated. You would be joining a team where the majority of people have long term service many of who have joined at more junior positions and have developed a longstanding career with us.

Applications will be treated with the strictest of confidence; please forward your covering letter and CV to HR Manager, James Burrell Ltd, Deptford Road, Gateshead, NE8 2BR or email personnel@jamesburrell.com.