



LEWIS BROWNLEE

## Business Services Trainee / Accounts Assistant

📍 Chichester Office | Hybrid Working Available

### Build Your Career with a Firm That Puts Quality First

At **Lewis Brownlee**, we are proud to be trusted Chartered Accountants, Business Advisers, Registered Auditors and Tax Advisers with over 30 years of experience supporting ambitious businesses across the South East.

We work with a diverse client base - from growing owner-managed businesses to groups with assets exceeding £50m - all of whom value professional, independent advice that truly adds value.

Everything we do is guided by our core Quest values:

- **Quality Service**
- **Enthusiasm**
- **Smart Working**
- **Teamwork**

We are now looking for a **Business Services Trainee / Accounts Assistant** to join our Chichester team.

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### The Opportunity

This is an exciting opportunity to become an integral member of our Business Services Group (BSG), supporting Client Relationship Managers (CRMs), Managers and Directors in delivering exceptional service to our clients.

Your responsibilities will include:

- Bookkeeping, including Xero
- Preparing VAT returns
- Preparing accounts for limited companies, partnerships and sole traders
- Preparing Corporation tax returns
- Assisting with audit assignments
- Management accounts preparation
- Maintaining comprehensive working paper files

You will be trusted to manage your workflow, monitor progress and communicate proactively with the wider team.

As you develop, there will be opportunities to diversify your experience and build responsibility for your own portfolio.

# LEWIS BROWNLEE

## Business Services Trainee / Accounts Assistant

### What We're Looking For

We are seeking someone who embodies our values:

#### ☀️ **Quality Service**

You take pride in producing accurate, well-presented work and seeing jobs through to completion.

#### 🚀 **Enthusiasm**

You are motivated, ambitious and eager to learn. You bring energy and a proactive mindset to your role.

#### 🧠 **Smart Working**

You think analytically, manage your time well and understand the commercial context behind the numbers.

#### 👉 **Team Player – Caring & Supportive**

You collaborate effectively, communicate clearly and contribute positively to the team environment.

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### Key Skills & Attributes

- Trainee role, is keen to study towards AAT / ACA / ACCA (or already studying)
- Accounts Assistant role – AAT qualified or similar experience
- Strong academic background
- Excellent verbal and written communication skills
- Strong Excel and IT proficiency
- High attention to detail
- Strong organisational and time management skills
- Analytical mindset and problem-solving ability
- Ability to manage multiple tasks and deadlines
- Accountability and pride in your work

Whether you are starting your career or already have experience as an Accounts Assistant, we offer structured support and clear progression pathways.

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### The Practical Details

<b>CONTRACT</b>	Full time (37.5hrs per week)
<b>HOURS</b>	Monday to Friday 9:00am to 5:30pm ( <i>Flexible start and finish times</i> )
<b>LOCATION</b>	Chichester (hybrid working once established) May require occasional travel to other Lewis Brownlee and client offices.
<b>SALARY</b>	£25,000 - £32,000 dependent on experience
<b>BENEFITS</b>	20 days annual leave, Birthday Leave, staff socials and more...

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### Why Join Lewis Brownlee?

We are a firm that genuinely invests in people.

- Full study support and paid professional subscriptions
- Hybrid and flexible working options
- Clear progression opportunities
- Supportive mentoring culture
- Quarterly team socials
- Collaborative and inclusive working environment
- Birthday leave
- Ability to purchase further annual leave days

At Lewis Brownlee, when our people grow, our clients benefit - and so does the firm.

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### Apply Now

If you want to develop your career in a professional, forward-thinking firm that values **quality, enthusiasm, smart working and teamwork**, we would love to hear from you.

**Please send your CV to:**

✉ [Jobs@LewisBrownlee.co.uk](mailto:Jobs@LewisBrownlee.co.uk)

Start your journey with Lewis Brownlee in Chichester - where careers are built with purpose.

**To learn more about working at Lewis Brownlee, feel free to visit our [careers page](#) or watch our video '[Why Work for Lewis Brownlee](#)'.**

