



LEWIS BROWNLEE

Business Services Group Manager Qualified ACA/FCCA

Chichester Office | Mixed role, general practice, audit and charities

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 Group Manager Qualified ACA/FCCA** to join our Chichester team.

The Opportunity

We are seeking a qualified and experienced Accountant to join our team at Manager level in a mixed audit and non-audit role. This position has arisen partly to provide maternity cover, while also offering additional support to our growing team, including audit and independent examinations of Charities and is therefore a permanent position to support our team as the business grows.

This is a varied and rewarding opportunity, ideally suited to someone with a strong track record in general practice with a strong interest in audit and the charity and not-for-profit sector whilst looking to take the next step in their career. You will play a key role in managing engagements, supporting the development of the team, and delivering high-quality services to a diverse portfolio of clients.

Key responsibilities:

- Managing a varied portfolio of clients
- Leading audit assignments from planning through to completion
- Overseeing and reviewing independent examinations
- Preparing and reviewing statutory accounts in line with relevant regulations
- Providing support on non-audit assignments, including advisory and compliance work
- Acting as a key point of contact for clients, building and maintaining strong relationships
- Supervising, mentoring, and developing junior team members
- Ensuring work is delivered to a high technical standard and within deadlines
- Supporting the wider management team with workflow planning and team development

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.

About You

- Fully qualified ACA/ACCA
- Proven experience in audit, with a strong focus on the charity sector in particular
- Experience managing client relationships and leading engagements
- Broader experience across non-audit or advisory assignments
- Good working knowledge of charity accounting requirements and independent examinations
- Strong technical, organisational, and problem-solving skills
- Confident communicator with the ability to work effectively with clients and colleagues
- Proactive, with a desire to contribute to team growth and development
- Experience supporting or training junior staff

Desirable (but not essential):

- Experience at Manager level or ready to step up into a managerial role
- Business development experience

The Practical Details

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

Why Join Lewis Brownlee?

What we offer:

- Opportunity to take on a key role within our management team
- Exposure to a varied and meaningful client base
- Clear progression pathway within the firm
- Supportive and collaborative working environment
- Competitive salary and benefits package
- Flexible working arrangements where possible

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

Apply Now

If you are an experienced accountant looking to progress, we would love to hear from you.

Please submit your CV along with a brief covering statement outlining your suitability for the role to:

 Saalexander@LewisBrownlee.co.uk

Start your journey with Lewis Brownlee - 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](#)'.

