



LEWIS BROWNLEE

ACCOUNTS TRAINEE JOB VACANCY

Lewis Brownlee Chartered Accountants have been offering excellence in accountancy, tax, and business advisory services for over thirty years. As a growing firm we are expanding our team, based in the Chichester office, and are looking for an Accounts Trainee to join us.

As a trainee, you will be an integral member of the Business Services Group department and will be responsible for completing the work required by clients and other members of the team. As a trainee you will assist the Client Relationship Managers, Managers, and others within the firm with the work required.

You will share our inclusive and collaborative work ethic, be a caring and supportive team player, be enthusiastic and ambitious, seeking to obtain an AAT/ACA/ACCA qualification, with study support and hands on in-house training provided throughout.

So, if you are passionate, enthusiastic, driven to learn and develop into a fabulous Accountant, this role might be perfect for you!

PURPOSE OF THE ROLE

Working directly for the Virtual Finance and Business Services Manager, with full support and training, you will complete regular bookkeeping for a wide range of clients, work on quarterly VAT returns, management accounts, prepare year end accounts and tax returns for Limited companies, partnerships, and sole traders, auditing and carry out ad-hoc administrative tasks as required.

Throughout your training, you will help ensure client work is successfully completed on a timely basis to the best of your ability. Provide proactive support to your team and the company as a whole, be confident in communicating and building strong relationship with our clients, continuously upkeeping our code values of Quality Service, Enthusiasm, Smart working and Teamwork!

OUR CORE VALUES - QUEST



**QUALITY
SERVICE**



ENTHUSIASM



**SMART
WORKING**



TEAMWORK

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WHAT'S IN IT FOR YOU

We are an inclusive & diverse organisation that believes in the health and wellbeing of employees and actively makes this a priority. We believe that when our employees succeed, we all succeed! You will have access to an employee wellbeing program, comprehensive CPD courses and personal soft skills development.

We operate in a collaborative environment that also encompasses hybrid working once qualified. We meet quarterly as an organisation to come together on best working practices, where you have the opportunity to feedback and have your say (we also go for a pizza and a beer afterwards!)

We offer a competitive remuneration package that is benchmarked to the industry standard annually and professional subscriptions are included. You will be entitled to 20 days annual leave plus bank holidays, and nobody should have to work on their birthday, so you will also have this day off.

WHAT YOU'RE LIKE

As a valued member of our team, you will embody our company's core values and personality by bringing your positive and collaborative work ethic. We are looking for an individual with exceptional interpersonal skills who can build strong relationships with clients and colleagues.

You are a self-motivated and proactive individual who is always ready to take on challenging work, while continuously seeking opportunities to learn and grow.

If you share our values and possess these qualities, we have a like-minded team of staff who cannot wait to meet you!

WHAT YOU'LL NEED

- Strong verbal, written communication, and interpersonal skills
- Strong computer skills, particularly Excel
- Strong numerical skills
- Strong academic record
- Be a problem solver who is keen to take on new challenges
- Have a thirst for knowledge
- Have an eye for detail
- Be ambitious and keen to work towards being fully qualified with a recognisable accounting qualification
- Take pride in the work that you do, and the services provided to our clients

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THE NUTS AND BOLTS

CONTRACT	Full time (37.5hrs per week)
HOURS	Monday to Friday 9:00am to 5:30pm
LOCATION	Based in Chichester with the possibility of the need to travel to client premises, and our Midhurst and Whiteley branches for training or meetings.
BENEFITS	20 days annual leave, Birthday Leave, staff socials and more...
TO APPLY	If you would like to apply, please send your CV to us at kparker@LewisBrownlee.co.uk and we will be in touch!

[Click here to find out more on our careers page](#)

or

[Click here to watch our video 'Why Work for Lewis Brownlee'](#)



***So, if you're looking for a company that values
and invests in its people, join our team...
and let's grow together!***

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