



LEWIS BROWNLEE

ARE YOU READY TO SHINE?

Join us, as an Accounts Trainee!

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 Midhurst office, and are looking for an Accounts Trainee, under the Government approved apprenticeship scheme, 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. The trainee will assist the Client Relationship Managers, Managers, and others within the firm with the work required by clients including, but not limited to the preparation of accounts, bookkeeping, VAT returns, tax returns for Limited companies, partnerships, and sole traders.

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

If you are passionate, enthusiastic, and motivated to learn and develop into a fabulous accountant, then this could well be the perfect role for you!

Purpose of the role

Working directly for the Technical 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, ad-hoc administrative tasks as required and progress into preparation of accounts and tax returns for Limited companies, partnerships, and sole traders.

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 relationships with our clients, continuously upkeeping our core values of Quality Service, Enthusiasm, Smart working, and Teamwork!

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. 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 remuneration progression path benchmarked to industry standard annually and professional subscriptions are included. You will be entitled to 28 days annual leave including 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



The Nuts and Bolts...

- CONTRACT:** Full time
- HOURS:** 9:00am - 5:30pm (flexible start/finish time in conjunction with the core working hours of the business)
- HOLIDAY:** 20 days annual leave plus bank holidays (plus your birthday off!)
- LOCATION:** Based in Midhurst, however on occasion, there may be the need to travel to our Chichester and Whiteley offices.
- TO APPLY:** To apply to for this role, please send your CV to Jobs@LewisBrownlee.co.uk - and we will be in touch!

[Click here to find out more on the Lewis Brownlee careers page...](#)

The Lewis Brownlee QuEST



Quality Service



Enthusiam



Smart working



Teamwork

A PARTNER TO YOUR SUCCESS!

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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