



LEWIS BROWNLEE

Accounts Trainee

Chichester Office | Study support

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 are looking for an **Accounts Trainee** to join our Chichester team!

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.

As a Trainee, 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

As a Trainee within the Business Services Group, you will be an integral member of the team, providing support to Client Relationship Managers, Managers, and colleagues across the firm in delivering high-quality services to our clients.

With full training and support, you will complete regular bookkeeping for a wide range of clients, work on quarterly VAT returns, carry out ad-hoc administrative tasks as required, and progress onto preparation of accounts and tax returns for limited companies, partnerships, and sole traders. Developing your skills in accounts and tax compliance work.

Throughout your training, you will help ensure client work is completed accurately and on time, providing proactive support to both your team and the wider business. You will build strong professional relationships with clients through confident communication and a positive approach, while consistently demonstrating our core values of **Quality Service, Enthusiasm, Smart Working, and Teamwork**.

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

We are looking for a motivated and proactive individual with exceptional interpersonal skills who can build strong relationships with both clients and colleagues.

If you have a passion for learning, enjoy taking on new challenges, are detail-oriented, and are committed to delivering high-quality work and excellent client service, then this could be the perfect role for you.

You will be organised, proactive, and able to manage your time effectively across a varied workload. You will have bookkeeping experience gained within a practice environment, with a good understanding of core principles such as double-entry bookkeeping, VAT returns, and reconciliations. Experience using cloud accounting software (such as Xero) would be a distinct advantage.

You will have:

- Strong verbal and written communication skills, with the ability to build effective relationships
- Strong IT skills, particularly in Microsoft Excel
- Strong numerical skills
- A strong academic record
- Have a problem-solving mindset, keen to take on new challenges
- Have a thirst for knowledge
- Excellent attention to detail
- The ambition to gain a recognised professional accounting qualification
- Take pride in the quality of your work and the service you provide to our clients

The Practical Details

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| 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 (<i>with occasional travel to our Midhurst and Whiteley offices</i>) |
| SALARY | £25,000 - £30,000 |
| BENEFITS | 28 days' annual leave including bank holidays, plus an extra day off for your birthday, salary sacrifice schemes for private healthcare and additional pension contributions, the option to purchase extra annual leave, regular staff socials, and a range of more employee benefits... |

Why Join Lewis Brownlee?

What we offer:

- Competitive salary and benefits package, with professional subscriptions included
- Study support towards professional qualification
- A remuneration progression path benchmarked to industry standards annually
- 28 days annual leave including bank holidays, plus your birthday off
- A supportive and collaborative working environment that encompasses flexible working
- Ongoing training and career development opportunities
- Access to an employee wellbeing program
- An inclusive and diverse organisation that believes in the health and wellbeing of employees and actively makes this a priority
- Exposure to a varied and meaningful client base
- Quarterly team meetings focused on best working practices, giving you the opportunity to provide feedback and have your say (with dinner afterwards!)

At Lewis Brownlee, we believe that when our employees succeed, we all succeed!

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Accounts Trainee

Apply Now

If you are looking to build your accounting career while contributing to an organisations that makes a difference, we would love to hear from you!

Please send your CV to:

 Jobs@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](#)'.

