



LEWIS BROWNLEE

Client Relationship Manager

Chichester Office | Hybrid Working

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 a **Client Relationship Manager** 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 Client Relationship Manager, you will play a key role in building trusted client relationships, overseeing the delivery of accountancy and tax services, and supporting clients as they grow and evolve. You will combine strong technical expertise with excellent communication skills, ensuring every client receives outstanding service and practical commercial advice.

If you are passionate about client service, enjoy developing meaningful relationships and thrive in a collaborative environment, this could be the perfect opportunity for you.

Purpose of the Role

As a Client Relationship Manager within the Business Services Group, you will be responsible for managing a portfolio of clients and acting as their primary point of contact, ensuring the timely, accurate and profitable delivery of accounts, tax and advisory services.

You will oversee client engagements from planning through to completion, coordinating resources across the firm, monitoring deadlines and budgets, and ensuring consistently high standards of service delivery.

Working closely with Managers, Directors and team members across the business, you will identify opportunities to add value, provide proactive support to clients, and help drive continuous improvement across our practice.

Through your work, you will build lasting client relationships while consistently demonstrating our core values of **Quality Service, Enthusiasm, Smart Working** and **Teamwork**.

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What We're Looking For

We are seeking someone who embodies our values:

Quality Service

You take pride in delivering exceptional client service, maintaining technical excellence and ensuring work is completed accurately and on time.

Enthusiasm

You are proactive, positive and motivated to help clients succeed. You are keen to develop your technical knowledge and build strong professional relationships.

Smart Working

You understand the commercial realities of practice, manage priorities effectively and seek opportunities to improve efficiency and create value.

Team Player – Caring & Supportive

You collaborate effectively with colleagues, support the development of junior team members and contribute positively to the wider success of the firm.

About You

We are looking for an experienced accountancy professional with strong interpersonal skills and the confidence to manage a varied client portfolio.

You will enjoy building trusted relationships, solving problems and helping clients navigate financial and business challenges.

You will be commercially aware, technically competent and committed to delivering outstanding service.

You will have:

- Experience managing a portfolio of clients within an accountancy practice.
- Strong knowledge of accounts preparation, taxation and compliance requirements.
- The ability to build trusted and long-lasting client relationships.
- Excellent verbal and written communication skills.
- Strong organisational and project management abilities.
- Experience reviewing work completed by junior team members.
- A commercial mindset with the ability to identify advisory and cross-selling opportunities.
- Strong IT skills and experience using cloud accounting software.
- Excellent attention to detail and commitment to quality.
- ACA, ACCA or equivalent qualification, or qualified by experience.

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Key Responsibilities

- Manage a portfolio of clients and build strong, trusted relationships.
 - Act as the day-to-day contact for client queries and service requirements.
 - Ensure accounts, tax returns, management accounts and other compliance services are delivered accurately and on time.
 - Plan, monitor and prioritise work to achieve deadlines and budget targets.
 - Identify opportunities to provide additional services and add value to clients.
 - Liaise with Managers and Directors on technical matters and assist on advisory projects.
 - Delegate work effectively to trainees and junior team members, providing support and guidance where required.
 - Review work prepared by junior staff to ensure quality standards are maintained.
 - Monitor portfolio recoverability, work in progress and client satisfaction.
 - Maintain up-to-date technical knowledge and compliance with professional and regulatory requirements.
 - Contribute to process improvements and efficiency initiatives across the practice.
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Why Join Lewis Brownlee?

What we offer:

- Competitive salary and benefits package.
- Professional subscriptions paid by the firm.
- Annual remuneration reviews benchmarked against industry standards.
- 33 days' annual leave including bank holidays, plus your birthday off.
- Hybrid and flexible working arrangements.
- Ongoing technical training and career development opportunities.
- Access to an employee wellbeing programme.
- A supportive and collaborative working environment.
- Exposure to a varied and interesting client portfolio.
- Quarterly team meetings focused on best practice and continuous improvement.
- The opportunity to influence and shape the future growth of the firm.

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

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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.
SALARY	Dependent on experience
BENEFITS	33 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 additional annual leave, regular staff socials, and a range of employee benefits...

Apply Now

If you are looking to take the next step in your practice career while building meaningful client relationships and making a genuine difference to businesses across the South East, we would love to hear from you.

Head to the link below to apply via our website, or email us: 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](#)'.

[Click to Apply](#)

