



LEWIS BROWNLEE

## PRACTICE SUPPORT ASSISTANT

### JOB DESCRIPTION

#### ABOUT THE ROLE

Lewis Brownlee is seeking a Practice Support Assistant to join our Midhurst office on a full-time, permanent basis.

As the first point of contact for our Midhurst office, you will be the face and voice of Lewis Brownlee, offering a warm welcome to clients and visitors while supporting the wider Practice Support team to deliver exceptional service. This is a varied and hands-on role that includes managing the reception area, processing and scanning post, maintaining records, assisting with administrative tasks, and helping with office maintenance and health & safety. Your contribution will play a key part in ensuring the office runs smoothly and efficiently.

We're looking for someone with a positive attitude, strong communication skills, and a genuine passion for client care. If you're seeking a long-term role where you can develop your skills and be part of a supportive, professional team, we'd love to hear from you. Full training and ongoing support will be provided to the successful applicant.

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#### WHY JOIN LEWIS BROWNLEE?

At Lewis Brownlee, we are committed to investing in our people because we believe that when our team succeeds, we all succeed. Our inclusive and collaborative work environment ensures that everyone has the support they need to thrive.

We are a mid-tier firm of Chartered Accountants with a team of over 60 professionals based across the southeast, with offices in Chichester, Midhurst, and Whiteley. We work with a diverse range of businesses that value professional, independent advice to help drive their success.

Our team is highly skilled, proactive, and innovative, and we take pride in delivering outstanding client service.

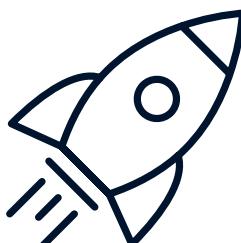
If you are looking for a dynamic and supportive work environment, we would love to hear from you!

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#### OUR CORE VALUES - QUEST



**QUALITY  
SERVICE**



**ENTHUSIASM**



**SMART  
WORKING**



**TEAMWORK**

LEWIS BROWNLEE  
**PRACTICE SUPPORT ASSISTANT**  
JOB DESCRIPTION

## RESPONSIBILITIES OF THIS ROLE

### RECEPTION AND CLIENT SUPPORT

- Greet clients and visitors in a professional and friendly manner
- Answer and direct phone calls and enquiries appropriately
- Scanning and process client records and incoming documents
- Manage reception duties to ensure the smooth running of the office

### PRACTICE SUPPORT

- Support to other office administrators as needed
- Deliver ad hoc administrative support to the Midhurst office
- Process client journey data accurately and efficiently
- Provide general administrative support to the wider team

### OFFICE AND MAINTENANCE (MIDHURST OFFICE)

- Monitor and manage stock of office, kitchen, and stationery supplies
- Maintain the reception area and shared spaces to a high standard
- Liaise with regular contractors (e.g. cleaners, confidential waste, water supplier)
- Oversee maintenance issues: obtain quotes, arrange approvals, and coordinate works

### HEALTH & SAFETY (MIDHURST OFFICE)

- Conduct weekly fire alarm tests and monthly emergency lighting checks
- Review staff sign-in records weekly to ensure accuracy
- Undertake ad hoc H&S duties such as fire drills
- Complete monthly office safety checks, ensuring compliance with H&S standards

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## THE NUTS AND BOLTS

**CONTRACT** Full time (37.5hrs per week) - Monday to Friday 8:30am to 5:00pm

**SALARY** £24,000 - £25,500 dependent on experience

**LOCATION** Based at our Midhurst office, this is a fully office-based role.  
Office address: Grange House, Grange Road, Midhurst, GU29 9LS.  
Occasionally, there may be the need to travel to our Chichester or Whiteley offices.

**BENEFITS** 25 days annual leave, birthday leave, free parking, staff socials and more...

**TO APPLY** To apply to for this role, please send your CV to [Jobs@LewisBrownlee.co.uk](mailto:Jobs@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'](#)