



LEWIS BROWNLEE

RECEPTIONIST / PRACTICE SUPPORT ASSISTANT (*Maternity cover*)

JOB DESCRIPTION

ABOUT THE ROLE

Lewis Brownlee is seeking a Receptionist/Practice Support Assistant to join our Chichester office on a maternity cover contract, with an expected duration of at least 12 months.

As the first point of contact for our office, you will be the face and voice of Lewis Brownlee, helping to achieve the objectives of the Practice Support team. Your role will include managing the reception area and providing administrative support to ensure the smooth operation of the wider team.

This is an excellent opportunity for someone with a **positive attitude, strong customer service skills, and values that align with our commitment to excellence and client satisfaction.**

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!

OUR CORE VALUES - QUEST



**QUALITY
SERVICE**



ENTHUSIASM



**SMART
WORKING**



TEAMWORK

RESPONSIBILITIES OF THIS ROLE

RECEPTION AND CLIENT RESPONSIBILITIES

- Greet clients and visitors in a professional and friendly manner
- Answer phone calls and direct inquiries appropriately
- Provide general administrative support to the team
- Handle reception tasks to contribute to the smooth running of the office

PRACTICE SUPPORT

- Support to other office administrators as needed
- Assist with firm wide communications via our company's Intranet site
- Process client journey data

OFFICE AND MAINTENANCE (CHICHESTER OFFICE)

- Office supplies - Monitor inventory of kitchen and stationery supplies, placing orders as needed.
- Maintain the reception area and common areas in a neat and orderly manner.
- Organising and liaise with regular contractors e.g. cleaners, confidential waste, water supplier.
- Oversee Maintenance reports, book contractors to get quotes, approvals and facilitate the works.

HEALTH & SAFETY

- Conduct weekly fire alarm testing and monthly emergency lights testing.
- Conduct weekly checks of staff sign-in records to ensure they are accurate.
- Complete monthly office safety checks based on templates, ensuring adherence to H&S standards..

THE NUTS AND BOLTS

CONTRACT	Full time (37.5hrs per week) maternity cover contract for a minimum of 12 months. Hours usually between 8:30am and 5:00pm (some flexibility allowed).
SALARY	£23,810 - £25,000 (£12.21 - £12.82 per hour) dependent on experience
START DATE	1st August 2025
LOCATION	Based at our Chichester office, this is a fully office-based role. Address: Appledram Barns, Birdham Road, Chichester, PO20 7EQ Occasionally, there may be the need to travel to our Midhurst or Whiteley offices.
BENEFITS	25 days annual leave (pro-rata), Birthday Leave, quarterly staff socials and more...
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 our careers page](#)

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