



LEWIS BROWNLEE

**Partners in your success**

## **RECEPTIONIST - JOB DESCRIPTION**

### **A BIT ABOUT LEWIS BROWNLEE AND THE ROLE...**

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Lewis Brownlee is looking for a Receptionist to join our Chichester branch, in a full-time office-based position.

The receptionist role at the Lewis Brownlee Chichester office entails being the first point of contact, representing our values and professionalism. The purpose of this position extends beyond being the primary receptionist; it also entails serving as an office operations coordinator, addressing client needs and offering adhoc support across the various departments. The Practice Support Team is dedicated to assisting the Business Services and Tax departments and furthering the firm's overall objectives.

We're searching for individuals who embody positivity and resonate with our values, possessing solid computer skills, including proficiency in Word and Excel, and comfort in client-facing interactions. This is a great opportunity for someone who is seeking a long-term position in which to develop and enhance their skills, as we are committed to offering full training and support to the successful candidate.

Established over 30 years ago, Lewis Brownlee is a mid-tier firm of Chartered Accountants with a team of directors and over fifty professional staff located across the southeast, with offices in Chichester, Midhurst, Whiteley, and London.

Our core client base comprises of entities with income and assets up to £50m per business, and groups with a much higher value. We work with a diverse group of businesses, all having one thing in common: they all recognise the need for professional, independent advice, adding value to their organisation.

Here at Lewis Brownlee all our team members are highly skilled, proactive, and innovative, and we pride ourselves on delivering outstanding client service.

### **Our Core values - QuEST**

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**QUALITY  
SERVICE**



**ENTHUSIASM**



**SMART  
WORKING**



**TEAMWORK**

# LEWIS BROWNLEE

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### Responsibilities of this role

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#### RECEPTION AND CLIENT RESPONSIBILITIES

- Phone calls and welcoming visitors
- Dealing with incoming and outgoing post
- Scanning client records and incoming documents
- Processing and saving client records digitally via a virtual filing system
- Diary management, arranging meetings and co-ordination of meeting room bookings.
- Maintain client records, ensure database information is accurate, and return documents on a regular basis.

#### OFFICE OPERATIONS 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 liase with regular contractors e.g. cleaners, confidential waste, water supplier.
- Oversee Maintenance reports, book contractors to get quotes, get approvals and facilitate the works.

#### HEALTH & SAFETY AND PRACTICE SUPPORT TASKS

- 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.
- Attend quarterly H&S Committee meetings, provide feedback, and follow up on any actions needed.
- Prepare and circulate the Desk and Parking Report, including weekly booking reminders.
- Processing client payments by cheque or card and adhoc banking tasks as required.
- Assist with tasks related to ongoing projects, such as documentation, scheduling, and coordination.
- Assisting the Practice Manager and supporting them with adhoc Practice Support tasks

### The nuts and bolts

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<b>CONTRACT</b>	Full time - 9:00am - 5:30pm with one hour for lunch
<b>SALARY</b>	£21,000 - £24,000 dependent on experience
<b>LOCATION</b>	Based at our Chichester office, this is a fully office-based role. On occasion, there may be the need to travel to our Midhurst and Whiteley offices.
<b>BENEFITS</b>	<p>25 days annual leave, Birthday Leave, quarterly staff socials and more...</p> <p>We are a company that genuinely invests in people. We believe that when our staff succeed, we all succeed. That's why we actively encourage our team to take courses that will progress their careers and further their skill set while happily paying industry-related subscriptions.</p> <p>Our inclusive and collaborative work ethic fosters a supportive environment where everyone can thrive. We are big on corporate and social responsibilities and have a fun and vibrant team with beautiful offices to match.</p>
<b>TO APPLY</b>	To apply to for this role, please send your CV to <a href="mailto:Jobs@LewisBrownlee.co.uk">Jobs@LewisBrownlee.co.uk</a> - and we will be in touch!

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