



LEWIS BROWNLEE

Partners in your success

BUSINESS | TAX | AUDIT

RECEPTIONIST / OFFICE ADMINISTRATOR - JOB DESCRIPTION

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.

We are seeking a full-time Receptionist/Office Administrator to be based in our Midhurst office.

The successful candidate will be the face and voice of the Lewis Brownlee Midhurst office, whilst undertaking administration tasks to provide support and assistance to the Business Services and Tax department and progressing the overall company objectives from within the Practice Support team.

If you are looking for a long-term position where you can expand and enhance your skills, this is the perfect opportunity. We will provide full training and support to the successful applicant, and we look for someone who has a positive attitude and can demonstrate characteristics that align with Lewis Brownlee's values. In addition to having strong computer skills, including Word and Excel, the candidate should be comfortable in interacting with clients.

Our Core values - QuEST



**QUALITY
SERVICE**



ENTHUSIASM



**SMART
WORKING**



TEAMWORK

LEWIS BROWNLEE

Responsibilities of this role

RECEPTION AND CLIENT RESPONSIBILITIES

- Phone calls and welcoming visitors
- Dealing with incoming and outgoing post
- Scanning client records and incoming documents
- Processing client records via a virtual filing system
- Diary management and arranging meetings
- Organising office supplies
- Assistance in preparing and sending client correspondence
- Maintaining Books and Records information and returning client records

ADMINISTRATION AND OFFICE SUPPORT

- Maintaining and updating the client database.
- Adhoc administration support for all departments
- Processing client payments by cheque or card and adhoc banking tasks as required
- Assisting the Finance Assistant with credit control and other adhoc tasks
- Assisting the Practice Manager and supporting various functions including:
 - » Office management
 - » Health and Safety
 - » Property Maintenance
 - » Marketing/Events

The nuts and bolts

CONTRACT	Full time - 9:00am - 5:30pm with one hour for lunch
SALARY	£20,000 - £23,000 dependent on experience
LOCATION	Based at our Midhurst office, this is a fully office-based role. On occasion, there may be the need to travel to our Chichester and Whiteley offices.
BENEFITS	<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 employees succeed, we all succeed. That's why we actively encourage our staff 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. We are ethically aware and committed to making a positive impact in the world.</p>
TO APPLY	To apply to for this role, please send your CV to Jobs@LewisBrownlee.co.uk - and we will be in touch!

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