

Are you ready to shine?



Join us, as Our Midhurst Manager...

Lewis Brownlee Chartered Accountants have been offering excellence in accountancy, tax and business advisory services for over thirty years. As a growing firm we are expanding our team based in the central Midhurst office and are looking for a department manager within our Business Services Group (BSG).

As our Midhurst Manager, you will have the opportunity to serve as a liaison with clients, develop relationships, and provide the high quality guidance and advice we pride ourselves upon. You will oversee the day-to-day activities of the team, ensuring their training and development needs are met, and monitor workflow progress to meet deadlines.

You will share our inclusive and collaborative work ethic, and revel in helping to provide a supportive environment where everyone can thrive. Engaging in networking opportunities to raise brand awareness, you will seek new business opportunities, and enjoy keeping up-to-date with industry changes and technology advancements. So, if you are passionate, enthusiastic, and driven to manage a team while playing a key role in driving business growth, this role might be perfect for you!

Purpose of the role

As our Manager for Midhurst, you will be responsible for managing a portfolio of clients, ranging from micro accounts to FRS 102. Your primary objective will be to ensure that client needs are being met, while proactively identifying opportunities to add value to the services provided. You will also be responsible for workflow planning and overseeing the day-to-day activities of the BSG team, ensuring that deadlines are met. Additionally, you will review the output from the team and assist the directors in the running of the office and promoting the business. With your keen eye for detail and excellent organisational skills, you will play a critical role in ensuring that our clients receive the highest level of service and satisfaction.

... and make a difference that counts

What you'll do and how you'll do it

A natural and born leader, your role will also involve developing relationships with clients, meeting their accounting and tax needs, and delivering a high-quality professional service. You will be responsible for ensuring the quality of output from the team, reviewing work completed by colleagues and providing technical advice.

Additionally, you will oversee the day-to-day activities of the business services team, supporting them in their roles and their professional development. In order to help raise brand awareness, you will seek new clients and work with the team of managers across the firm to drive the business forward. If you possess an eye for technical detail, excellent prioritisation skills, and strong interpersonal skills, then this role could be the perfect fit for you.

What you're like

As a valued member of our team, you will embody our company's core values and personality by bringing your positive and collaborative work ethic. We are looking for an individual with exceptional interpersonal skills who can build strong relationships with clients and colleagues.

You are a self-motivated and proactive individual who is always ready to take on challenging work, while continuously seeking opportunities to learn and grow. As a technically strong and well-organised professional, you understand how to prioritise and manage client needs and expectations.

You are also capable of dealing with time pressure and can plan the work of the team to ensure that deadlines are met. If you share our values and possess these qualities, we have a like-minded team of staff who cannot wait to meet you!

What you'll need

We are seeking an ACCA/ACA qualified (or near-qualified!) individual with a passion for accounts, client service and teamwork. You will have strong interpersonal skills and the ability to manage your own team, while also dealing with the challenges presented by managing a client portfolio.

You should possess excellent communication skills, both with clients and colleagues. An analytical, technically competent problem-solver, you are able to navigate complex and sometimes difficult work with ease. You will also be experienced in accounting software and current technology in a modern working environment.

Attention to detail and accuracy are important to you, ensuring that every task is completed to perfection. You are a team player who is willing to roll up your sleeves and get the job done, whether working independently or as part of a team. And when it comes to Microsoft Office, particularly Excel, you're a pro! If you're ready to join our team and take on the challenge, we can't wait to hear from you!



Nuts and Bolts

Contract: Full time

Hours: 9-5.30

Location: Based in Midhurst but there will on occasion be the need to travel to our Chichester and Whiteley branches for training or meetings.

Benefits: We are a company that truly 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 skillset, while happily paying industry-related sub scriptions. We also offer hybrid working and the opportunity for flexible working, so you can achieve the perfect work-life balance.

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. Our staff have quarterly socials and actively engage in team activities, such as racing down Chichester Canal in a Dragon Boat dressed as Where's Wally. Plus, we give you your Birthday off!

To apply: If you would like to apply to be our sparkly, shiny Midhurst Manager, please send your CV to us at LetsTalk@LewisBrownlee.co.uk - and we will be in touch!

So, if you're looking for a company that values and invests in its people, join our team... and let's grow together!

