

# OLIVER BURNS STUDIO

## JOB DESCRIPTION

<b>Job Role:</b>	Finance & Studio Executive
<b>Location:</b>	No. 16 The Old Silk Mill, Tring
<b>Hours of Work:</b>	Monday to Friday, 09:00 – 17:00 (Part time option available)
<b>Eligibility:</b>	UK Right to Work
<b>Reporting to:</b>	Fractional Finance Director and Operations Director

## OLIVER BURNS STUDIO

Oliver Burns Studio are the studio called upon when only the exceptional will do, entrusted with the world's most prestigious commissions, from landmark private residences and the most special hospitality projects to yachts and spaces of *rare significance*.

Although proudly British, our work extends to the world's UHNW hubs, from heritage estates in the English countryside to pioneering residences across the Middle East's dynamic cities, shaping not just the skyline, but the stories of those who live within it. Through our *Thoughtful Luxury* philosophy, we craft environments that go beyond the aesthetic: designs that nurture wellbeing, inspire connection, and embody artistry, innovation, and integrity.

As custodians of a more beautiful future, we choose to collaborate with those who share our values of excellence, sustainability, and legacy. This fundamental ethos has earned our studio a reputation for quiet influence, admired for our creativity, trusted for our discretion, and renowned for designs that move both heart and mind.

## OVERVIEW OF THE ROLE

We are a small, collaborative team seeking a highly organised and proactive Finance & Studio Executive to support both financial operations and day-to-day studio support.

This is a nuanced and varied role, ideally suited to someone who has bookkeeping experience, is highly organised, intuitively proactive and emotionally intelligent. You will bring a calm, assured presence to the studio, engaging with Senior Management, Suppliers and Project Teams with confidence, warmth and discretion, while upholding the highest levels of trust and loyalty.

The ideal candidate is detail-oriented, trustworthy with financial data, and comfortable wearing multiple hats in a fast-paced creative environment. You will play a key role in maintaining financial accuracy as well as bringing rigour, structure and pace to our finance operations, while also supporting core studio administration.

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## KEY RESPONSIBILITIES

### *Finance & Bookkeeping*

- Process purchase ledger activity: supplier onboarding, prompt invoice processing, query resolution, and payment preparation.
- Raise and manage purchase orders; maintain procurement records and ensure PO/approval discipline are followed.
- Perform regular bank and credit card reconciliations to support an accurate weekly cash flow view.
- Ensure accurate coding to the general ledger and maintain orderly supporting documentation in Xero / Esti / Sharepoint for audit/compliance.
- Own the full invoicing lifecycle: raise, schedule, issue and send accurate client invoices on time, ensuring invoices are recorded promptly in Xero.
- Reconciliation of client invoices raised, credit notes and related adjustments.
- Maintain billing trackers (invoice schedules, retainer/deposit tracking, milestone billing) and follow up on overdue balances with the appropriate internal stakeholders.
- Process monthly payroll, ensuring it is sent for approval on time, including preparation of P60, P45, P11Ds et.al.
- Support month-end close with preparation & posting of journals, ensuring schedules are kept up to date; assist external accountants with VAT returns and year-end requests.
- Any ad hoc finance requests from FFD

### *Studio Support*

- Manage founder and team expense processes (submissions, approvals, documentation, coding).
- Maintain strong digital filing across finance and studio documentation.
- Support Studio Manager with supplies/inventory basics and day-to-day coordination tasks as needed.

## REQUIREMENTS

- 3+ years' experience in a bookkeeping / finance executive / accounts role
- Solid understanding of core accounting processes (AP, AR, bank recs, basic month-end support).
- High proficiency with Xero and Excel (comfortable with trackers, reconciliations, pivot-style summaries).
- Highly accurate, organised and process-driven; able to manage multiple deadlines without dropping detail and genuine pride in delivering work to an exceptional standard
- Professional, discreet and trustworthy, comfortable handling confidential and sensitive information.
- A proactive, intuitive mindset, with an ability to anticipate needs and respond thoughtfully
- Clear communicator (written and verbal) with the confidence to work with senior stakeholders, clients and suppliers.
- Comfortable “wearing multiple hats” in a fast-paced creative studio environment.

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## **DESIRABLES:**

- Experience in a creative agency / design studio / marketing services environment.
- Familiarity with project/resource tools such as EstiPC (or similar), plus Microsoft 365
- Confidence with basic design/admin tools (e.g., Adobe Creative Suite) where needed.