

remi c.t. studio

Part Time Position

Information

Location	London
Hours	8:30/9:00–17:30/ 18:00
Salary	£250 per day
Start Date	tbc 2026/7
Deadline	13th October 2026

About

Remi C.T. Studio is a growing, multidisciplinary architectural practice known for crafting modern, context-driven spaces that celebrate lifestyle and culture. With a portfolio spanning the UK, West Africa, and the Middle East, we are currently in an exciting period of growth, bringing in new projects, expanding our team, and deepening our creative and commercial impact.

As we take on more work and responsibility, we're looking to bring in dedicated financial support to help manage the increasing volume of invoicing, payments, and project tracking. This role is key to ensuring we stay financially organised and well-positioned for continued success.

The Role

You will keep the studio running smoothly day to day (its operations organised, its systems accurate and its money moving) and bring ideas on how we grow. This frees the Director to focus on design and winning work. You will report to the Director and work closely with our external accountant. Our finance and project systems are WorkflowMAX (jobs, time, quotes and invoicing) and Xero (accounting).

Responsibilities

- Oversee the full invoice cycle, from issuing to payment tracking and chasing
- Maintain clear, up-to-date cash flow and expense records
- Prepare concise weekly finance updates and monthly performance summaries
- Coordinate with our accountant on payroll and bookkeeping inputs
- Identify and implement simple improvements to finance systems and workflows
- Keep WorkflowMAX accurate: quoted fees, dates and statuses on every live job, with completed jobs closed.

Qualifications & Experience

- A recognised financial qualification (e.g. AAT, ACCA part-qualified, bookkeeping diploma or equivalent)
- Experience in finance admin, bookkeeping, or small business operations
- Confident with spreadsheets (Google Sheets/Excel)
- Familiar with cloud-based accounting tools like Xero or Fathom
- Organised, self-motivated, and comfortable communicating with clients and collaborators
- Bonus: experience in creative studios or the built environment sector

Details

- 1 day per week, ideally consistent (e.g. every Thursday/ Friday)
- In-studio at the Echo Building, E Bay Lane, London E15 2SJ
- Day rate: £250 depending on experience

How to Apply

Please email your CV and a short cover letter please include your availability to info@remict.com with the subject line: Finance & Ops Assistant Application.

Shortlisted applicants will be invited for an interview.

Please do not send printed matter or original work to the studio.
We are not able to provide status updates for applications.