

# ISABELLA WORSLEY

## Procurement & Accounts Manager

*Isabella Worsley Ltd. is a small interior and architectural design studio based in North Kensington. Currently a team of seven, the studio undertakes a range of high-end residential and commercial projects across the UK and abroad.*

### **Job Overview**

We are seeking a proactive and highly organised Procurement & Accounts Manager to support the studio's procurement and financial administration functions. This role is hands-on and detail-focused, working closely with the interior design team, our suppliers and our accountants. The ideal candidate will feel comfortable managing daily administration and co-ordinating the procurement across multiple projects simultaneously. This position would suit someone looking to build and develop their career within a high-end interior design environment.

**Contract:** 4-5 days/week Hybrid (2 days/week studio based), North Kensington studio

**Start Date:** As soon as possible

### **Key Responsibilities:**

#### **Procurement & Supplier Coordination**

- Support end-to-end procurement for interior design projects, including FF&E, finishes, bespoke items, artwork and specialist goods
- Assist with raising purchase orders, tracking deliveries and installations, and maintaining procurement schedules for multiple projects
- Prepare accurate FF&E cost estimates, working closely with the interior design team and acting as the liaison between the design team and suppliers
- Cross-reference specifications, drawings, and floor plans, flagging discrepancies to the wider team
- Support installations on site, acting as the main point of contact for deliveries, snagging, and logistics.
- Generate reports, schedules, and documentation for both internal and external use, ensuring compliance with studio standards
- Maintenance of supplier and product data within internal systems
- Co-ordinate procurement for smaller projects, exhibitions and installations

## **Accounts Management**

- Responsible for Accounts Payables, Accounts Receivables and Expenses with support of external bookkeepers
- Process and prepare all outgoing supplier payments
- Assist with reconciliation of supplier and bank accounts
- Preparation and issuing of client invoices
- Reconcile incoming client payments and maintain accurate records
- Support follow-up on outstanding balances where required
- Manage and process staff, travel and studio expenses
- Ensure expenses are accurately recorded and supported with appropriate documentation

## **Studio Administration**

- Provide administrative support to ensure the smooth day-to-day running of the studio
- Maintain organised records for procurement, suppliers and accounts documentation

## **Skills & Experience**

- Previous procurement experience, ideally within high-end residential design projects
- Basic to intermediate experience with Accounts Payable and Accounts Receivable
- Min 2 years' experience in a procurement, accounts, studio co-ordinator or operations role, ideally within interior design, architecture or a related creative industry
- Comfortable working with numbers and financial information
- Excellent communication skills with the ability to liaise internally across teams and externally to suppliers
- Proficiency in MS Office, Excel
- Proficiency in Xero is a bonus but not essential
- A collaborative, proactive mindset with ease in managing tasks independently and within a team

## **Benefits**

- Salary dependent on experience
- 20 days of annual leave
- Hybrid, flexible working

**Please send your CV and a cover letter to [studio@isabellaworsley.com](mailto:studio@isabellaworsley.com)**

*Subject line: Procurement & Accounts Manager – [Your Name]*