

RAW · INTERIORS

Job Title: Part Time Book Keeper

Location: Islington, London (can be hybrid studio + remote)

Contract: 1-2 days per week

Working Hours: 9:00–18:00

Sector: Luxury Interior Architecture & Design

About the Studio

RAW is an interior architecture and design studio founded by Rachel Aisling Walker. Our focus is on creating exceptional interiors that are strongly rooted in architecture, design and history, and are at once serene, timeless and inviting. With a particular emphasis on natural materials, craftsmanship and heritage; we mix antique, modern and contemporary furniture with our own designs – always with an eye for the unexpected.

In the new year we'll be launching our own furniture collection. Our clients will be able to experience the collection in person – alongside a curated selection of antique pieces – in our new Islington showroom.

Key Responsibilities

- Maintain accurate financial records and bookkeeping entries
- Process invoices, purchase orders, expenses, and supplier payments
- Reconcile bank accounts and company credit cards
- Prepare monthly financial reports for management review
- Support payroll preparation and liaise with external accountants where required
- Monitor project budgets and assist with cost tracking
- Ensure compliance with financial processes and filing deadlines

Requirements

- Proven experience as a bookkeeper or finance administrator
- Proficiency with bookkeeping software (e.g., Xero, QuickBooks)
- Strong Excel and organisational skills
- Accuracy and attention to detail
- Ability to work effectively with minimal supervision
- Experience in the interior design, architecture, or wider creative industry preferred

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Working Hours & Arrangement

- Part-time: 1–2 days per week
- Hybrid working: mix of studio-based and remote working

Contact

Please send your CV and cover letter to studio@rawinteriors.co.uk.