

Job Title: Accounts & Logistics Manager (Maternity Cover – 9 Months)

Location: Chelsea Design Centre, London (Office Based but could be review for hybrid after the first 3 months)

42 hours per week- 09:00 to 17:30 Monday to Thursday, Friday 09:00 to 17:00. (Including an hour paid lunch break each day)

Contract: Fixed-Term 9 Months Maternity Cover

Salary: £36,000 per annum

About You

You'll have solid experience in a similar role and feel comfortable running the finance side day to day, including month-end and reporting. You're confident using Xero and Excel and take pride in keeping things accurate and well organised.

You're used to working on your own or in a small team, so you can manage your workload and keep things moving without needing much oversight. You're also happy to get involved in the wider business, whether that's dealing with suppliers, keeping an eye on orders, or helping things run smoothly.

You're reliable, easy to work with, and communicate clearly with others. Most importantly, you take ownership of your work and just get stuck in.

About the Role

This is a hands-on role where you'll look after the day-to-day finances, including invoicing, payments, and bank reconciliations, making sure everything in Xero is kept up to date.

You'll support month-end and management accounts, help with VAT, and work with external accountants on returns and year-end. There's also some involvement in budgeting and cash flow.

As part of a small team, you may occasionally help with logistics or admin. It's a varied role that would suit someone who likes to take ownership and get stuck in.

Key Responsibility

Finance & Bookkeeping (Xero)

- Manage day-to-day bookkeeping, including invoicing, supplier bills, and payments
- Reconcile bank accounts and oversee expenses and company cards
- Monitor payables/receivables and follow up on outstanding balances
- Use Dext to manage invoices and receipts

Management Accounts & Reporting

- Prepare monthly journals and balance sheet reconciliations
- Produce management accounts (P&L, balance sheet, cash flow)
- Support reporting, sales analysis, and commission calculations
- Highlight key trends and performance insights

Tax & Compliance

- Prepare and submit VAT returns
- Liaise with external accountants and support year-end processes
- Assist with audits and ensure compliance

Budgeting & Operations Support

- Support budgeting, forecasting, and cash flow planning
- Assist with logistics, supplier coordination, and general admin when needed

About You

- Qualified (ACA/ACCA/CIMA) or equivalent experience
- 3+ years' experience in a similar role
- Confident with Xero, Dext, and Excel
- Experience producing management accounts
- Organised, detail-focused, and able to work independently
- Strong communicator with a practical, hands-on approach

Additional Information

This role is offered on a fixed-term basis for approximately 9 months to provide maternity cover. The contract will end upon the return of the current postholder.

Why Watts 1874?

Joining Watts 1874 means becoming part of a company with more than 150 years of creative heritage while contributing to its future. You will have the opportunity to influence the evolution of an iconic British design brand, working alongside a passionate Studio team dedicated to creating exceptional interiors and decorative collections for clients around the world.

Contact: Please send your cv and cover letter to watts1874@co-unityhr.co.uk