Watts of Westminster -

Office and Accounts Manager

Watts of Westminster are looking for a key person to assume responsibility for the smooth running of the core administration essential to all procedures including all daily book keeping, orders, despatch, and stock management. You will also be required to communicate confidently with international clients, designers, journalists and suppliers. This is a high profile placement within a small dedicated team that will appeal to someone whose strength is administration and accounts, but who has a secret passion for the very best in interior design.

Company

Watts is a fifth generation family firm that was founded by three leading architects in 1874. Using traditional as well as avant garde methods we draw from our archive of historical design, to create fine textiles, wallpapers, passementerie and tableaux sceniques for the global luxury interiors market.

Our London showroom is in the Design Centre Chelsea Harbour, and this would be your place of work. The showroom is also our head office, studio and think tank.

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Responsibilities will include

Finance

* Daily book keeping -raising invoices, processing purchase orders maintaining bank records, tracking customer billing and payments.
* Ability to provide accurate weekly sales and purchase ledger analysis.
* Key feed to company accountant for monthly management figures. stock records reconciliations including credit card statements, and office expenses.

Office Administration

* Support the sales team in processing sales orders and liaise with clients on payments, order status and despatching of goods from the showroom and third party storage.
* Management of all stock control as key contact with third party storage and despatch for fabric and wallpaper.
* Co-ordinate the day to day running of the office on all levels, including goods in and out.
* Managing office supplies, maintaining equipment and facilities
* Coordinate all travel arrangements and provide clear itineraries.
* Continue to review, refine and improve all processes.

Essential Skills:

* Previous experience, and a good knowledge of general book keeping essential.

A familiarity with the administration of stock an advantage.

* Excellent level of organisation and discipline; ability to manage and plan tasks effectively in collaboration with others.
* Experience in managing databases and financial data. Previous experience of an integrated operating software package essential – Watts currently use Lightspeed and Xero.
* Knowledge of web-related and social media systems including e-mail service providers, such as MailChimp would be an advantage. Excellent command of MS Office in particular Excel and Word and MAC is essential.
* Good communication skills, including fluent spoken and written English.
* Previous industry experience would be useful.

Please note that this is purely an administrative role and not a design opportunity.

Salary negotiable, dependent on experience.

References required.

Please send CV and Covering letter to Fiona Flint [fiona@watts1874.co.uk](mailto:sagal@watts1874.co.uk) and Marie-Séverine de Caraman Chimay ms@watts1874.co.uk