

# remi c.t. studio

## Part Time Position



Information	
Location	London
Hours	8:30/9:00–17:30/ 18:00
Salary	£200-£250 per day
Start Date	tbc 2025
Deadline	30th September 2025

**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**  
We’re looking for a proactive and detail-oriented Part-Time Finance and Ops Coordinator to join us 1–2 days per week at our studio in the Echo Building, Hackney Wick. You’ll support the director and work closely with our accountant to keep the studio’s financial systems sharp, up to date, and fit for growth.

- 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

**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**

- 1–2 days per week, ideally consistent (e.g. every Thursday/ Friday)
- In-studio at the Echo Building, E Bay Lane, London E15 2SJ
- Day rate: £200–£250 depending on experience
- Initial 4-month freelance contract with potential to extend

**How to Apply**

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

The deadline for applications is 6 pm, Tuesday 30th September 2025.

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.