

**Commercial Accountant**

Established in 2010 and situated in the heart of London, Studio 104 creates bespoke uniform for premium and luxury brands worldwide, predominantly specialising in 5\* hotels.

Studio 104 is proud to have an impressive portfolio of clients including the Mandarin Oriental, the Savoy hotel, the Dorchester, DeBeers Diamond Jewellers, D&D London, the Mondrian London and Doha, Gleneagles, the Shangri-La at the Shard, Nobu, Hakkasan and more.

Due to rapid business growth, an exciting opportunity has arisen for an experienced and confident Commercial Accountant to join the Studio 104 team.

**Studio 104 Core Values:**

The Studio 104 core values originate from the Jane Porter the Founder. She has successfully built an attractive and interesting business with no funding or assistance from anyone. These values are the soul of the business due to the challenges and successes she has experienced through the early years.

* Visionary - No boundaries to creativity. The freedom to approach each project differently. We are known for our highly creative approach in skilfully delivery outstanding work through visionary, imaginative and dynamic thinking.
* Proactive high-level approach - We are problem solvers, investigators and strategists enabling a unique and innovative approach to each brief whilst simultaneously working in a flexible and collaborative manner with both our clients and in our team to achieve outstanding results every time.
* Praise and empowerment – Letting each other know when we have done a good job.
* Empowering each other to have confidence and belief in ourselves to achieve our goals.
* Surround ourselves by experts - Everybody in the team is an expert in their field and as a team we become the market leader.
* Teamwork – We are a small team delivering high standards. We can only achieve consistently high levels of service by working together.
* Get stuck in – No task is too big or too small. Whatever the business needs we will roll up our sleeves to get the job done.
* Tenacity – Being successful comes with hard work and determination. If we get knocked down, we pick ourselves up and fight on. We do not give up.
* Genuine respect – We are honest people who treat our clients, our suppliers and each other with respect.

**The role**

* You will work from our Waterloo studio and so must live within commutable distance.
* We are a busy, growing business and so the individual must be highly organised, self-accountable and comfortable taking on significant responsibilities.
* We are looking for an ambitious person eager to develop their career in this exciting industry.

**FINANCE OPERATIONS (50%)**

* Responsible for managing day to day financial operations at Studio 104. This includes Accounts Receivable and Accounts Payable.
* Carry out quarterly management accounts (with detailed variance analysis), combined with Profit & Loss, monthly margin analysis, commentaries, KPI summaries and quarterly cash flow review.
* Conducting and presenting variance analysis on a weekly basis to ensure project margin targets are kept on track.
* Identify ways to streamline business costs and presenting ideas to Senior Commercial Manager and Managing Director.
* Assist the Senior Commercial Manager with the sales forecasting and budgeting processes
* Experience in using Xero financial system desirable.
* Use Xero to carry out live in-project accounting and analysis to regular team meetings and lessons learnt meetings (this will include costs management and hindsight reviews).
* Assist Senior Commercial Manager to advise MD on business growth initiatives.
* Continuous cost management – responsible for making cost savings through regular freight management with project co-ordinator
* Support Senior Commercial Manager in managing the Design tracker
* Detailed month end invoicing for multi-site contracts
* Regular interaction with Financial Director

**COMMERCIAL (50%)**

* Assist the MD in producing new business quotes and working on bids, pitches and proposals for clients.
* Build range plans for Senior Commercial Manager – working with design and product development to create a profitable range that is fit for purpose and satisfies the client.
* Responsible for managing reorder proposals and accurately calculating rebate and additional fabric workings
* Assist the MD and Senior Commercial Manager in carrying out service agreement reviews and contract work.
* Client management – act as a point of contact for client requests.
* Advise the client on all order quantities and sizing breakdowns for orders.
* Some international and UK travel may be required.

**The candidate**

* Minimum of 3-5 years’ experience in a commercial or finance role.
* Applications are welcomed from those with commercial or finance experience within a retail, supplier, branded or other commercial setting.
* Part Qualified/Studying towards professional finance qualification (ACA, ACCA or CIMA)
* Account management and experience with the garment industry beneficial not essential.
* Fantastic organisational skills with the ability to think ahead and identify potential concerns and proposing resolutions.
* You must be proactive and demonstrate a “Can-Do” attitude and thrive in a fast-paced environment.
* Highly numerate with the ability and confidence to make commercial decisions.
* Experience in providing insightful analysis to optimise decision making
* Strong Excel modelling, including use of pivot tables and manipulation of significant data.
* Very strong communication and time management skills. Excellent communicator at all stakeholder levels.
* Ability to identify commercial opportunities to create growth and margin enhancement.
* Strong interpersonal skills to build and maintain strong relationships with our high-end and board level clients is essential.
* Good at thinking on your feet, problem solving and creating new ways-of-working and solutions to new challenges.
* Ambitious, energetic, enthusiastic and driven individual who has an ability to hold his or her own within the team.
* You must be able to multi-task and be willing to get stuck into any task that is given.
* You will understand the nature of a small business that is growing at a fast rate and the need to get stuck in wherever necessary
* A positive, up-beat personality

**Benefits**

Competitive Salary + Pension

25 days holidays + Bank Holidays

Summer and Christmas staff parties

To apply please submit your CV and covering letter to Sheetal Shah (**sheetal@studio-104.com**).