

# FEILDEN FOWLES

**Position:** Studio Manager

**Contract:** Full-time

**Salary:** £30,000 - £40,000 depending on experience

**Start date:** Start immediately

Feilden Fowles is a young, growing, award-winning architecture practice based in Waterloo, London. Our team of 16 deliver exceptional projects across sectors spanning Education, Arts and Culture, Masterplanning and Heritage. We have a dynamic, energetic and inclusive culture based in our unique, RIBA award winning studio and garden.

We are looking for someone to join our team initially, starting immediately, to cover our Studio Manager whilst they are on maternity leave. The initial role will be for a 12-14 month period. There will be the intention that the successful applicant will stay on within the practice after the fixed term as the practice grows.

Within the overall Studio Management functions there are aspects of:

- Finances: bookkeeping, banking, payments, receipts, management reports, insurances, supplier's costs, expenses, accounting liaison, project income and invoicing, VAT, etc;
- Human Resources of: recruitment, retention, pension provisions, timesheets, Holiday arrangements, legal aspects of HR and records;
- Studio administration including: first point of call, internal health, safety, fire safety, wellbeing, FM suppliers and contractors, studio maintenance, cleaning, equipment including aspects of IT, studio events and celebrations, etc etc.

Preferably the successful candidate will have a combination of:

- At least three years' experience in an architectural or design environment.
- Prioritisation and time management skills coupled with the ability to work under pressure and to tight deadlines.
- Organised and motivated with an ability to take initiative and work as part of a team.
- Communication skills, both written and verbal.
- Proactive with development and improvements in the studio.
- An interest in architecture & design and commitment to the work of Feilden Fowles.
- Knowledge of general HR policies and procedures
- Knowledge of Quickbooks system or a similar accounting software
- IT literacy in MS Office - Excel, Word, and Adobe InDesign preferably on Mac.

To apply, please send your CV and covering letter to: [work@feildenfowles.co.uk](mailto:work@feildenfowles.co.uk), detailing how you meet the requirements of the role and providing suitable references.

Please submit your application as soon as possible.

Feilden Fowles is an equal opportunities employer.

No agencies please.