

HaworthTompkins

Job Description

Accounts Assistant

Haworth Tompkins is seeking a experienced accounts assistant to join its London studio.

Haworth Tompkins is a Stirling Prize-winning studio working across the Culture, Housing, Mixed Use, Industrial, Education and Masterplanning sectors. We are an Employee Ownership Trust, a B Corp, founding members of Architects Declare and winners of AJ100 Practice of the Year and BD Architect of the Year Gold Award.

The Accounts Assistant works as part of the Creative Support team and reports to the Head of Finance. The role requires a highly organised individual with the relevant accounts experience, excellent numeracy skills, accuracy, attention to detail and the ability to multitask.

ACCOUNTS PAYABLE

- Match Purchase orders to invoices
- Process Supplier invoices in SAGE Accounts
- Set up New Suppliers accounts
- Export Sub-consultant's invoices from Rapport3 exported to SAGE Accounts
- Ensure correct allocation of all transactions to the appropriate project code
- Process, and obtain authorisation for fortnightly / monthly payment runs
- Reconcile ledger on a weekly basis and submit to Finance Manager
- Follow up any issues/queries with suppliers, chase credit notes
- Complete daily and monthly bank reconciliations

EXPENSES

- Approve staff expenses monthly
- Reject / amend any expenses which are not in line with internal expense policies
- Export staff expenses invoices from Rapport3 exported to SAGE Accounts
- Escalate any issues to the Head of Finance where appropriate

MONTH END

- Reconcile all credit card transactions with relevant receipts attached on a weekly basis
- Reconcile Petty cash (Soldo Cards GBP)
- Ensure correct allocation of all transactions to the appropriate project code
- Preparing and entering journals
- Aged Creditors review
- Sub-Consultant Report

ADDITIONAL RESPONSIBILITIES

- Digital filing of invoices and payments
- Excellent communication and presentation skills
- Working closely with the Head of Finance
- Liaising with project Leaders, sub-consultants, and suppliers
- Administrative duties

REQUIRED SKILLS AND EXPERIENCE

- Experience in Accounts Assistant role
- Knowledge of SAGE 50 Accounts

ADDITIONAL INFORMATION

Haworth Tompkins operates a hybrid working model and we expect all members of staff to work 3 days or more from the studio. We work as a collaborative and proactive studio where communication and knowledge sharing is encouraged.

Haworth Tompkins is an equal opportunities employer and we welcome applications from all backgrounds. We are particularly interested in applicants from underrepresented groups including women, those from a BAME background, with disabilities and the LGBTQ+ community. We seek to support flexible working arrangements to suit family commitments.

Apply by email only

Please state your availability in the covering email

Insert the position you are applying for, as it appears above, in the subject heading

Applications can be addressed to Rhian Jones

Email your application to recruitment@haworthtompkins.com

Closing date for applications is Friday 3rd July 2026.

Candidates who apply after the closing date may not be considered for the position.

Regrettably due to the expected volume of replies, we can only contact shortlisted applicants.