



KNOWSLEY HALL

RECRUITMENT PACK

ACCOUNTS ASSISTANT

AUGUST 2025



## INTRODUCTION

Thank you for your interest in this role and working at The Knowsley Estate, we hope that this recruitment pack provides you with the information that you need to pursue your application. Please ensure that you read all parts of this document in order to complete your application as requested and tailored to the role and person specification.

This pack contains the following:

- About the Knowsley Estate
- Benefits of Working at The Knowsley Estate
- Shortlisting
- The Role
- The Person
- How to Apply



## ABOUT THE KNOWSLEY ESTATE

Owned by The Earl and Countess of Derby, The Knowsley Estate is comprised of two operating entities. Firstly, Stanley Enterprise, the leisure arm of the business, focussing on outstanding quality of customer service and guest experience and home to two great Merseyside icons – Knowsley Hall (lovingly restored from Police offices over the last 25 years by The Earl and Countess of Derby) and Knowsley Safari (Founded in 1971 by 18<sup>th</sup> Earl, uncle of the current owner). The gardens created from scratch by Lady Derby and the Knowsley Parks & Gardens team. Stanley Enterprise is a legal partnership between Lord Derby & their older son Edward Stanley. Secondly, The Stanley Estate and Stud Company which operates the landed side of the business including farmland, residential properties and Stanley Grange Business Village. Further afield in Newmarket near Cambridge, is Stanley House Stud and which is where the family's 'Mare in a Million' Ouija Board lived.

The walled Park covers over 2500 acres and has been in the continual ownership of the Stanley Family since 1385 and from that time the history of the family has been closely intertwined with the history of the country. If you delve into the family's history, you'll discover that Lord Stanley was created the 1st Earl on the battlefield of Bosworth by Henry VII, the 14th Earl was Prime Minister three times, the 15th Earl was Foreign Secretary and the 17th Earl was Secretary of State for War during the First World War the ambassador to Paris. William Shakespeare and Edward Lear both worked and wrote at Knowsley.

The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

At The Knowsley Estate, we know that ultimately, it is our staff's commitment and hard work that will drive us forward. It is our vision to value and invest in our people to inspire them to channel their pride and passion in their work towards our goals. We are committed to the personal development of our staff where aspirations can be met and opportunities are available.

## SHORTLISTING

Candidates should ensure before they apply, that they have read through The Role and The Person thoroughly and that they meet the criteria outlined for this role as a minimum.

Due to the high volume of applications that we receive, we regret that we are only able to contact those applicants that have been shortlisted to interview. If you have not heard from us within one month of the closing date, please note that we have decided not to take your application any further any time.



## BENEFITS

- 33 days' annual leave (inclusive of bank holidays), increasing with service
- Access to a generous pension scheme
- Complimentary tickets to Knowsley Safari
- Free entry to affiliated zoo's and collections through BIAZA
- Discounts on a range of products and services offered by the Estate
- Estate Summer BBQ and Christmas Tea Party staff events
- Health Cash Plan to cover costs such dental and optical amongst others
- Employee Assistance Programme, counselling and support helpline to discuss any worries anonymously
- PERKS online discount scheme
- Thrive wellbeing app, full of tips and techniques to help you monitor and improve your health.
- Commitment to your personal development
- Cycle to Work scheme
- Celebration of Service awards
- Free car parking

# THE ROLE

J O B   T I T L E	Accounts Assistant
C O N T R A C T   T Y P E	Permanent
W O R K I N G   H O U R S	Your normal working hours are to be worked Monday to Friday, averaging 37.5 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties.
R E P O R T   T O	Finance Manager
S A L A R Y	£28,000 - £30,000 depending on experience

The following job description has been designed to give a clear definition of the role, but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can be developed to make full use of their potential.

## Purpose of the Role

To provide accounting and administration support to the Finance Team

## Main Duties and Responsibilities

### Banking & Reconciliations

- Post all transactions for multiple bank accounts (currently 13) into Business Central accurately.
- Reconcile all bank accounts in a timely manner.
- Post and reconcile all event revenue, ensuring cash and card transactions are matched correctly.
- Post daily and weekly takings, ensuring accuracy and completeness.

### Accounts Receivable & Credit Control

- Allocate customer receipts accurately, ensuring payments are matched to the correct sales invoices and accounts are reconciled.
- Raise sales invoices weekly and as required.
- Run the monthly rent demands for the rental property portfolio in KeyPrime property management system, checking for accuracy and reconcile the rental income between the property management and finance system.

- Support with preparation of monthly debtors reports.
- Carry out credit control activities to maintain healthy cash flow.

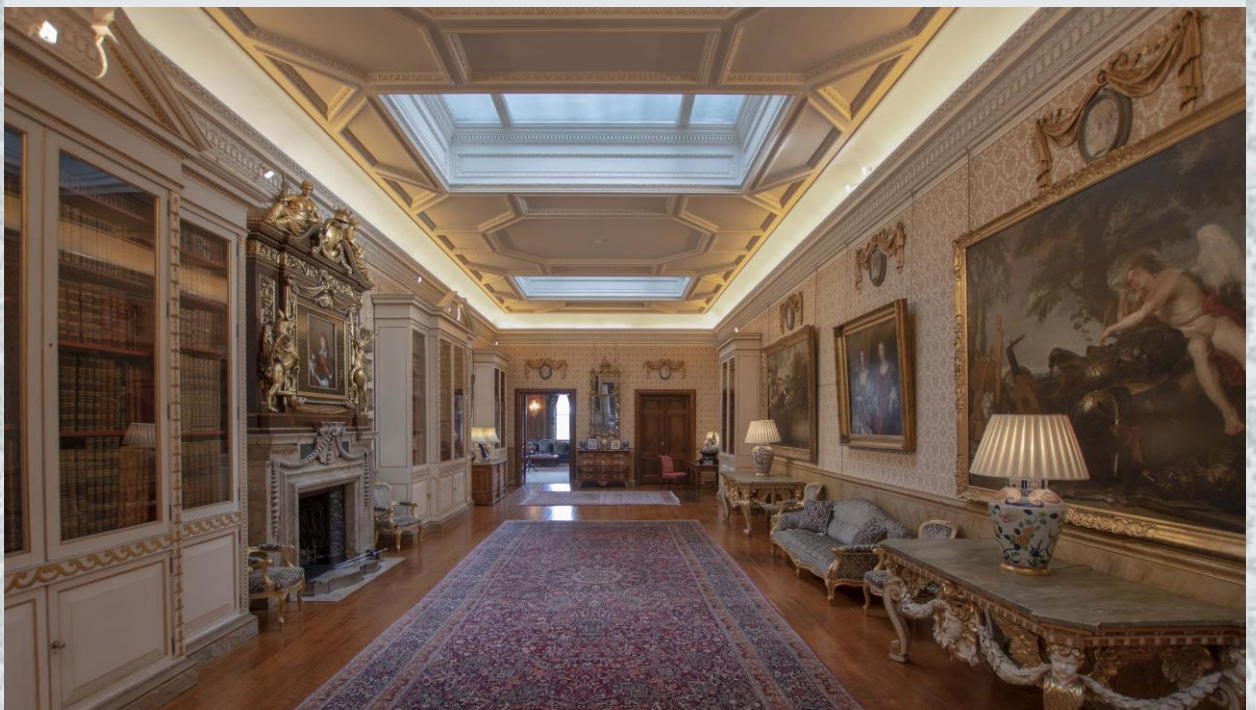
### Month-End & Reporting

- Support the Management Accountant with month-end tasks.
- Reconcile the sales ledger and deposit payment accounts.
- Post prepayments and accruals to ensure correct revenue recognition.

### Other Duties

- Cover for other members of the team during periods of absence, dealing with customer calls and queries.
- Handling communications with colleagues, clients, suppliers, and vendors, via phone, email, or in-person.
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve the effectiveness and efficiency of service delivery.
- Be committed to your professional development.
- Bring a growth mindset – stay curious, seek solutions, and embrace learning to drive improvement.
- To undertake any other duty commensurate with this post as determined by your line manager

This job description has been designed to give a clear definition of the role but it is hoped that the employee will seek to develop the role to the best of their ability and that the role can and will be developed to make full use of their potential.



# THE PERSON

**Our ideal candidate will have the following skills, qualifications, and characteristics:**

## **Essential**

- Previous experience in an accounts or finance assistant role, or similar.
- Strong numerical and data entry skills with high level of accuracy.
- Methodical approach with excellent attention to detail.
- Good communication skills both written and verbal.
- Ability to work under pressure and meet tight deadlines.
- Proficient in Microsoft Office, particularly Excel, Word, and Outlook..
- Ability to maintain confidentiality and comply with data protection legislation and PCI compliance requirements.
- Honest, reliable, personal integrity and confidentiality.
- Positive attitude, pro-active in nature with a willingness to learn and improve.
- Adaptable to changing priorities and business needs.

## **Desirable**

- AAT Level 2 or above, or working towards.
- Experience working in events, hospitality, property or similar industries with high volume transactions.
- Knowledge of Landmark KeyPrime computer systems.
- Previous experience of Microsoft Dynamics Business Central.

# HOW TO APPLY

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Please send your CV to [recruitment@knowsley.com](mailto:recruitment@knowsley.com).

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CLOSING DATE: Midnight on Friday 29 August

INTERVIEW DATE: w/c 08 September

START DATE: ASAP

