



KNOWSLEY HALL

RECRUITMENT PACK

MANAGEMENT
ACCOUNTANT

September 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 18th 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	Management Accountant
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	Normal working hours are to be worked between 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. Half an hour unpaid lunch to be taken each day.
R E P O R T T O	Director of Central Services & Strategy
S A L A R Y	£45,000-£48,000 gross per annum
R E S P O N S I B L E F O R	Trainee Management Accountant

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

As Management Accountant you will play a critical role in delivering both financial reporting and actionable data insights to support data-drive decision making across the business.

You will be responsible for:

- a) producing accurate, timely, and meaningful financial and management information;
- b) developing business models, dashboards, and data analysis to inform operational strategic decision making; and
- c) partnering with senior leaders and managers to provide insight, challenge, and support for delivering financial and business objectives.

The role will also contribute to strengthening financial control, optimising systems and processes, and embedding a culture of continuous improvement.

Main Duties and Responsibilities

Financial Reporting & Analysis

- Prepare accurate and timely financial information and monitor monthly results and reports.
- Analyse financial performance against budget, forecast, and prior years.
- Provide commentary and insights to senior leadership and budget holders.

- Develop financial models and perform detailed data analysis to evaluate business performance, support scenario planning, and inform strategic decisions.
- Monitor and analyse cost drivers, highlighting trends and variances.
- Support the finance team to ensure all monthly outputs are achieved (sales ledger, purchase ledger, daily banking etc).
- Using the reporting tool, Jet Reports, develop a suite of monthly reports and a comprehensive monthly reporting pack.

Budgeting & Forecasting

- To work with the Director of Central Services & Strategy to develop and collate the annual budget and quarterly reforecasts.
- Working with senior managers and budget holders to ensure budgets are realistic and aligned to strategic goals.

Cost Control & Efficiency

- Monitor project costings and report on variances to expected budgets and project cashflows.
- Recommending opportunities for efficiency and value for money.

Business Partnering

- Build and maintain effective relationships with managers and budget holders across the business, meeting regularly to discuss financial performance in their area, challenging and supporting when necessary to ensure budgets and forecasts are met.
- Present financial results and analytical insights in a clear and accessible way for non-finance colleagues.
- Working with the finance team and budget holders, develop a set of meaningful KPIs to be used to measure performance across the business, both financial and non-financial
- Support development of business cases, and ROI assessments.
- Assist in the production of papers and documents for trustees and professional advisors meetings as required.

Data Analysis & Business Intelligence

- Collect, validate, and analyse financial and operational data from multiple sources.
- Develop dashboards and reports (e.g., Power BI, Jet Reports) to visualise and monitor key performance indicators (KPIs).
- Identify trends, risks, and opportunities to inform business performance and support strategic planning.
- Collaborate with teams to understand data requirements and deliver actionable insights.
- Support the implementation and optimisation of financial and reporting systems/tolls to enhance analytics capability.

Financial Governance & Compliance

- Responsibility for balance sheet controls, reconciliations and reporting and co-ordinating the team in ensuring accounts are fully reconciled and reflect a true picture of the balance sheet position.
- Responsibility for intercompany postings, reconciliations, production of month end statements and transfer of outstanding balances.
- Assist the Finance Manager with the planning and production of the annual accounts for the Estate's external accountants and tax advisers.
- Responsible for the completion and submission of VAT returns, including the annual partial adjustment calculation.
- Ensure compliance with all current accounting laws and standards.
- To adhere to Stanley Estates health and safety policy and observe a duty of care to colleagues and visitors to the estate.

People Management

- Provide day-to-day supervision and support to those who report into you, ensuring clarity of tasks and expectations.
- Monitor progress and quality of work, offering guidance and feedback to aid development.
- Allocate tasks appropriately, balancing learning opportunities with business needs.
- Conduct regular one-to-one check-ins to review performance, provide coaching, and support wellbeing.
- Liaise with the Finance Manager, and Director of Central Services & Strategy to ensure alignment of work and development goals within the wider finance function.

Continuous Improvement

- Support the implementation of new financial systems or tools as needed.
- To be the "owner" of inputs to the Estates' finance system, Landmark, as well as related systems to ensure data is accurate and up to date.
- To assist in the development of the role of the Finance function within Stanley Estates so that its systems, working practices and structures can adapt and evolve to meet the needs of the business and to keep pace with both internal and external changes.
- 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 the professional development of yourself and others.

Other duties

- To maintain confidentiality and work within the requirements of data protection legislation.
- To sustain a flexible and adaptable attitude to the work of the team.
- To undertake any other duty commensurate with this post as determined by your line manager.

THE PERSON

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

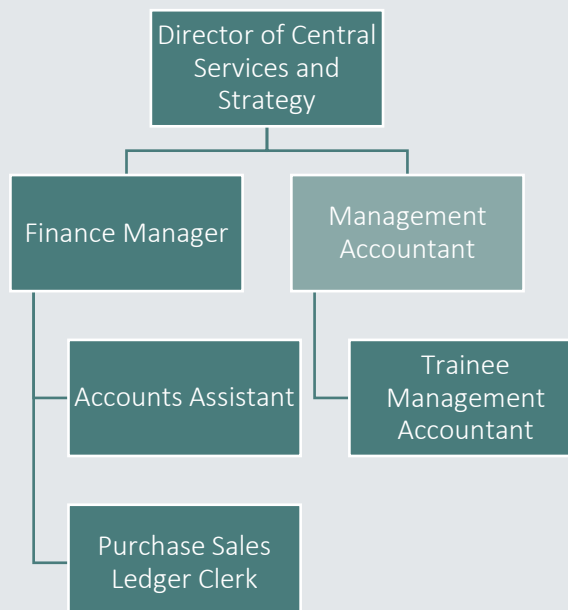
Essential

- ACCA/CIMA or equivalent qualification.
- Strong Management Accountant and financial reporting experience.
- Analytical and detail-oriented with a commitment to accuracy.
- Commercially focussed and insight-driven.
- Experience in data analysis and business intelligence tools e.g., Jet Reports and Power BI.
- Advanced Excel and proven financial modelling skills.
- Proactive, self motivated and solution focused.
- Good communication skills both written and verbal.
- Able to prioritise tasks, manage time effectively and meet deadlines.
- Experience of liaising with and supporting the presentation of financial information to key business stakeholders and non-financial departments.
- Able to work on own initiative without direct supervision as well as flexibly and co-operatively within a team.
- Honest, reliable, personal integrity and pro-active.

Desirable

- Knowledge of Landmark computer systems.
- Previous experience of Microsoft Dynamics Business Central

Where does this role sit within Knowsley?



HOW TO APPLY

Please your CV to recruitment@knowsley.com.

CLOSING DATE:

Midnight on Tuesday 30 September

INTERVIEW DATE:

From 23 September, this will be a two stage interview process

START DATE:

ASAP

