



RECRUITMENT PACK

ASSISTANT FINANCE
MANAGER FTC



June 2026



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.

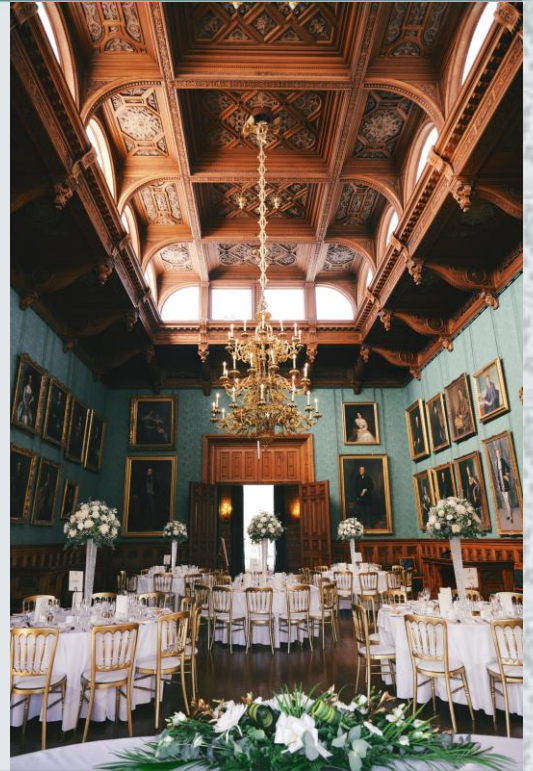
The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

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

Assistant Finance Manager

C O N T R A C T T Y P E

1 year fixed term contract

W O R K I N G H O U R S

Your normal working hours are to be worked 5 out of 7 days, averaging 37.5 hours per week as well as any other hours that are reasonably required for the fulfilment of your duties. You may be expected to work bank holidays and weekends however, this may vary and it may be necessary for you to work outside of these hours.

R E P O R T T O

Finance Manager

S A L A R Y

Circa £45,000

L O C A T I O N

Usually Knowsley Hall but could be located in Knowsley Safari or temporarily at one of the other Stanley Estates locations.

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

The Assistant Finance Manager plays an important role in supporting the Finance Manager. You'll help ensure the smooth operation of the finance function as well as the accuracy and reliability of the financial information available to support informed decision-making.

Main Duties and Responsibilities

- Assist in the preparation of monthly management accounts, financial reports, and year-end accounts in accordance with agreed deadlines.
- Perform and review balance sheet reconciliations, ensuring all accounts are accurately maintained, reconciled, and supported by appropriate documentation.
- Support the month-end and year-end close processes, including journal postings, accruals, prepayments, reconciliations, and variance analysis.
- Assist in maintaining robust financial controls and ensuring compliance with accounting policies, procedures, and regulatory requirements.

- Provide day-to-day guidance and support to Finance Clerks, helping to prioritise workloads, resolve queries, and ensure ledger reconciliations are completed accurately and on time.
- Support the smooth delivery of transactional finance activities, including accounts payable, accounts receivable, cash management, and general ledger processing.
- Assist with the preparation and submission of VAT returns, ensuring compliance with relevant legislation and reporting requirements.
- Investigate and resolve financial discrepancies, reconciling transactions and identifying opportunities to improve processes and controls.
- Support the Finance Manager with budgeting, forecasting, audit preparation, and other finance projects as required.
- Contribute to the continuous improvement of finance systems, processes, and reporting to enhance efficiency and accuracy.
- Build effective working relationships across the organisation, providing financial information and support to managers and colleagues as required.
- Deputise for the Finance Manager during periods of absence, ensuring continuity of finance operations and supporting the delivery of key financial activities.
- Undertake any other duties commensurate with the responsibilities and level of the post, as reasonably requested by the Finance Manager or Head of Finance.

Organisational Expectations

- Champion outstanding customer service by putting customers first, creating welcoming experiences, and consistently contributing to a positive, service-focused environment.
- Demonstrate a growth mindset by remaining curious, embracing learning opportunities, seeking solutions, and contributing to continuous improvement across the organisation.
- Act as a role model for the organisation's values and behaviours, promoting collaboration, accountability, professionalism, and inclusivity in all interactions.

THE PERSON

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

Essential Criteria

Qualifications

- Fully qualified accountant (ACCA, CIMA, ACA, or equivalent).

Experience

- Proven experience in a finance role at management level.
- Strong track record in financial and management reporting, including application of FRS 102.
- Practical experience of VAT compliance and application of VAT rules.

Knowledge & Skills

- Excellent understanding of accounting principles and financial controls.
- Strong IT literacy of Microsoft tools with advanced Microsoft Excel skills.
- Exceptional attention to detail with a methodical approach to work.
- Strong organisational and time management skills, with the ability to prioritise effectively and meet strict deadlines.

Personal Attributes

- Proactive and solution-focused, able to work independently with minimal supervision.
- Flexible and collaborative, with the ability to work effectively as part of a team.
- Honest, reliable, and demonstrates the highest standards of integrity.
- Committed to confidentiality and compliance with data protection requirements.
- Resilient and calm under pressure, able to manage competing priorities in a fast-paced environment.

Desirable Criteria

Qualifications

- Degree in finance, accounting, business, or a related discipline.

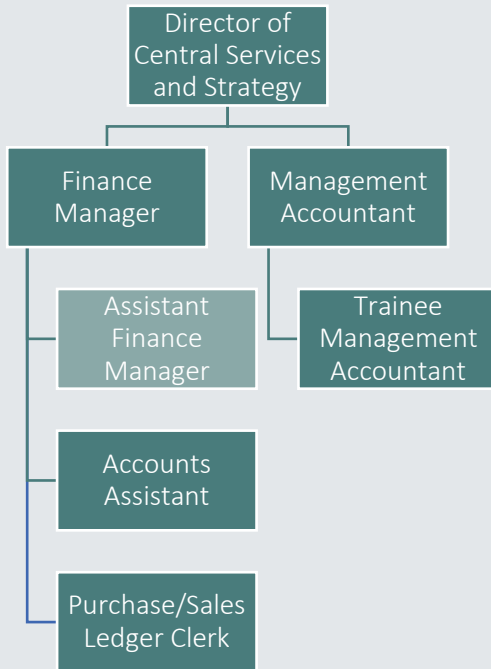
Experience

- Experience working in estates, property management, or a comparable sector.
- Previous exposure to intercompany accounting and group structures.
- Experience working with Microsoft Dynamics Business Central.

Knowledge & Skills

- Awareness of sole trader, partnership and trust accounting frameworks.
- Proficient with Jet Reports and/or Power BI.

Where does this role sit within Knowsley?



HOW TO APPLY

Please send your CV to recruitment@knowsley.com.

CLOSING DATE: Wednesday 08 July 2026

INTERVIEW DATES: w/c 13 July 2026

START DATE: ASAP

