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RECRUITMENT PACK

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FINANCE MANAGER



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 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.

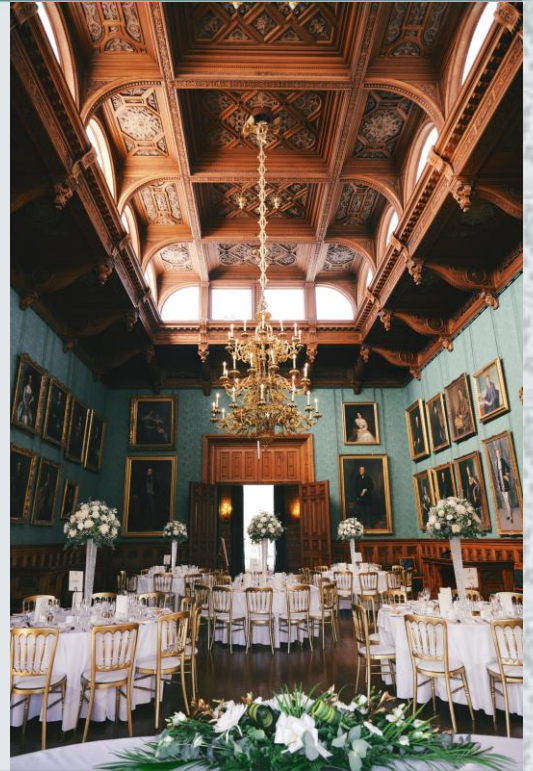
The beautiful park was landscaped with the advice of Lancelot 'Capability' Brown in the 1770's. The park was extended in the nineteenth century and is enclosed by a stone wall 9 ½ miles long. At times in its long history, the park has contained a racecourse and (reputedly) a gold-mine.

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

Finance Manager

## 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 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

Director of Central Services & Strategy

## S A L A R Y

Up to £55k gross per annum

## 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**

To lead the finance service across Stanley Estates, ensuring robust financial management. This includes delivering high-quality financial and management accounting, maintaining strong systems and controls, and supporting the continuous improvement of financial processes and performance.

### **Main Duties and Responsibilities**

#### **Leadership & Team Management**

- Lead, develop, and manage the Finance team, overseeing Accounts Receivable, Accounts Payable, Treasury, and Credit Control.
- Provide clear direction, set objectives, and conduct appraisals, while managing day-to-day administration including leave requests and sickness reporting.
- Foster a culture of collaboration, accountability, and continuous improvement within the team.

### **Financial Management & Reporting**

- Prepare accurate and timely financial information, monitoring monthly performance and KPIs, providing insight and recommendations to the Director of Central Services & Strategy and the Senior Leadership Team.
- Coordinate the preparation of annual accounts, acting as the primary contact for external accountants and tax advisers.
- Oversee balance sheet reconciliations, and month-end close to ensure accuracy and compliance, and to ensure the financial information reflects a true picture of the balance sheet position.
- Reconciliation of the intercompany postings and transactions, producing statements of account for the various entities and private recharges, transferring the outstanding balances.
- Produce monthly cash-flow forecasts and monitor liquidity to ensure that funds are available to meet the requirements of the organisation.
- To work with the Director of Central Services & Strategy to develop and collate the annual budget and quarterly reforecasts, working with the Senior Leadership Team and budget holders.

### **Compliance & Controls**

- Ensure compliance with all relevant accounting standards, tax regulations, and statutory reporting requirements.
- Completion and submission of VAT returns including partial VAT calculations and adjustments. statutory returns including P11Ds and Class 1A NIC submissions.
- Administer the monthly and seasonal weekly payroll, PAYE, and pension schemes, ensuring accurate processing and timely payments to HMRC and pension providers.
- Administration of the company pension schemes and auto enrolment, ensuring collections are correct and that employee and employer contributions are reconciled and paid to the pension provide each month.
- Completion and submission of all statutory returns including P11Ds and Class 1A NIC submissions.
- Act as the “system owner” for the Estates’ finance system Microsoft Dynamics Business Central and related platforms, ensuring data integrity and process efficiency.

### **Business Support & Continuous Improvement**

- Partner with senior leaders to provide financial insight that supports strategic and operational decision-making.
- Identify opportunities to enhance financial systems, processes, and reporting to meet evolving business needs.
- Contribute to broader Estates initiatives, demonstrating flexibility and adaptability in a dynamic environment.

### **Additional Duties**

- Comply with all current accounting laws and standards.
- Adhere to Stanley Estates' health and safety policy and maintain a duty of care to colleagues and visitors.
- To sustain a flexible and adaptable attitude to the work of the team.
- Participate actively in training and development opportunities to strengthen professional skills and enhance service delivery.
- Represent the Director of Central Services & Strategy in their absence, ensuring continuity of leadership and decision-making.
- Undertake any other duties appropriate to the role as required by your line manager.



# 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, including responsibility for leading and developing a team.
- Strong track record in financial and management reporting, including application of FRS 102.
- Practical experience of VAT compliance and application of VAT rules.
- Hands-on experience in payroll administration and processing.

### Knowledge & Skills

- Excellent understanding of accounting principles and financial controls.
- Strong IT literacy with advanced Microsoft Excel skills, and good working knowledge of Word and Outlook.
- 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.
- Clear and confident communicator, both written and verbal, able to present financial information to non-finance colleagues.

### 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.

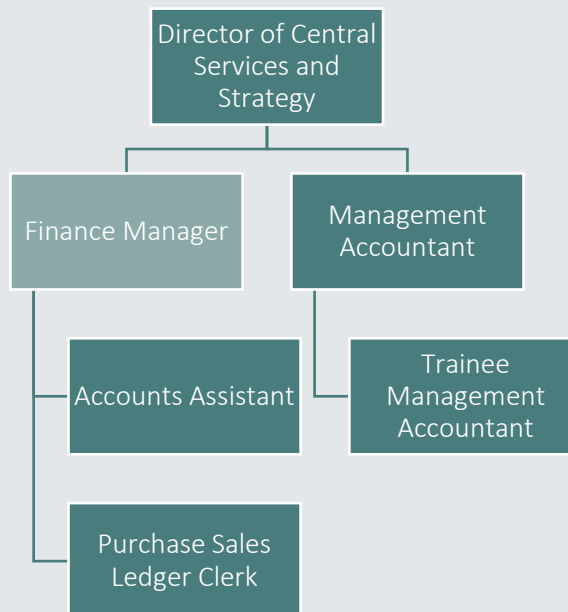
#### Experience

- 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.
- Experience of improving or implementing finance systems and processes.

#### Where does this role sit within Knowsley?



# 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:**

Sunday 28 June 2026

**INTERVIEW DATES:**

Interviews will be arranged when suitable applications are received, we therefore encourage early applications. This will be a two-stage interview process.

First stage interviews will take place throughout this advert, expected to end by Friday 03 July.

Second stage interviews will take place from 29 June.

**START DATE:**

ASAP

