



KNOWSLEY HALL

RECRUITMENT PACK

PURCHASE/SALES  
LEDGER CLERK

September 2024



## 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	Purchase/Sales Ledger Clerk
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	Finance Manager
S A L A R Y	£26,000 - £28,000 gross per annum

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 Finance team are a key part of the shared services function, working closely with and supporting the wider business. We are looking for an experienced Purchase/Sales ledger clerk to join the team, responsible for the posting all purchase and sales invoices to support the production of key internal and external financial and management information required to support the business and aid in decision making. The post holder will also have the opportunity to assist with the implementation of the new finance system, Microsoft Dynamics Business Central.

The purchase/sales ledger clerk, will report to the Finance Manager. The post holder will also support the ongoing modernisation of systems, processes and reporting and will support continuous improvement across the business and department.

The ideal candidate will have previous purchase/sales ledger experience and be methodical with an excellent eye for detail, plus a positive and pro-active mindset, works well as part of a small and busy team with a focus on accuracy and quality.

## Main Duties and Responsibilities

### General Duties and Responsibilities

- Process purchase orders ensuring authorised within correct approval level.
- Post all supplier invoices to the ledger, ensuring they are matched to purchase orders where applicable and coded to the correct supplier account, nominal ledger code and business department.

- Processing utility invoices, ensuring updated meter readings are submitted where applicable.
- Supplier statement reconciliation.
- Setting up supplier accounts on accounting system and completing supplier credit accounts forms
- Ensure all invoices slated for payment are properly authorised and signed off.
- Prepare supplier payment runs, ensuring all invoices are paid correctly and within a timely manner.
- Maintaining aged creditors ledger
- Maintaining the project tracker weekly and ensuring all project invoices received and paid are updated correctly against each project.
- Raise sales invoices as requested within different areas in the business, ensuring coded to correct nominal ledger and customer code.
- Setting up customers within the accounting system.
- Maintain debtors ledger.
- Deal with any invoice discrepancies.
- Produce monthly debtors report.
- Meeting with estate team to review debtors ledger, agree course of action for debt recovery.
- Chasing overdue invoices by telephone, email & letter
- Liaise with suppliers/customers and maintaining relationships.
- Handling communications with customers and suppliers via phone, email, or in-person.
- Complete bank reconciliations.
- Reconciling petty cash & expenses
- Process monthly credit card statements, allocate all receipts and claim VAT where applicable.
- Any other administrative duties relating to the Finance team as requested.

#### **Additional Duties**

- To comply 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.
- To sustain a flexible and adaptable attitude to the work of the team.
- 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.
- 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:**

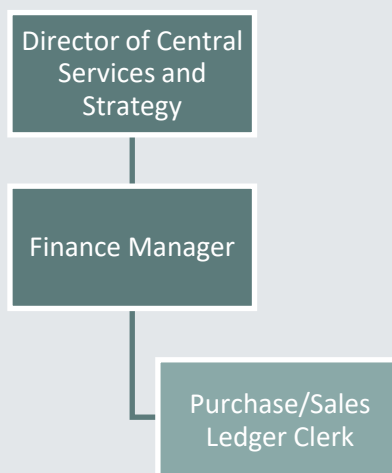
## Essential

- Previous experience as a Purchase/Sales ledger clerk in the leisure or hospitality industry, or within a complex business
- Ability to work under pressure and to tight deadlines
- IT literate with a good working knowledge of Microsoft packages especially Excel, Word and Outlook.
- The ability to maintain confidentiality and work within the requirements of data protection legislation.
- Methodical with an excellent attention to detail and a commitment to delivering high-quality results
- Able to prioritise tasks, manage time effectively and meet deadlines.
- Good communication skills both written and verbal.
- Able to work on own initiative without direct supervision as well as flexibly and co-operatively within a team.
- Honest, reliable, personal integrity and confidentiality.
- Ability to work comfortably with change.
- Excellent communication and teamwork skills.
- Positive attitude, pro-active in nature and drive to learn.

## Desirable

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

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



# HOW TO APPLY

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Please send your completed application form along with your CV to [recruitment@knowsley.com](mailto:recruitment@knowsley.com).

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**CLOSING DATE:** Midnight on Friday 11 October

**INTERVIEW DATE:** w/c 21 October

**START DATE:** ASAP

