



JOB DESCRIPTION

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

Job Title:	Finance Officer
Location:	Knowsley Hall
Report To:	Financial Controller
Hours of Work:	Your 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.
Responsible For:	Stanley Estate & Stud Company, Stanley Enterprise, Stanley Trust, Bickerstaffe 1961 Trust, 1931 Policy Trust, Heirlooms 1929 Trust, Private Accounts, Stanley House Stud.

Main Duties & Responsibilities	
General Duties & Responsibilities	<ul style="list-style-type: none"> ▪ Prepare monthly payroll for Stanley Enterprise. ▪ Pay BACS file for approved payroll. ▪ Prepare information for P11D's. ▪ Update pensions and life cover after salary review. ▪ Check calculations on all purchase invoices and distribute to departments for approval. ▪ Code and post all invoices to the finance system. ▪ Pay all approved purchase invoices. ▪ Raise sales invoices. ▪ Prepare rent demands. ▪ Collect and allocate standing orders. ▪ Reconcile Bank statements on a weekly basis. ▪ Reconcile Credit cards on a monthly basis. ▪ Bank all monies preparing cheques and cash for banking. ▪ Assist with monthly management accounts preparation. ▪ Post journals, accruals, prepayments. ▪ Prepare and update working spreadsheets for budgets. ▪ Prepare all information needed for Accountants in accordance with the agreed schedule.



	<ul style="list-style-type: none"> ▪ Prepare all invoices and beater's money for Crag Shoot and Knowsley Shoot. ▪ Carry out credit control including phone calls and letters to tenants/customers with overdue debts, upon instruction from a relevant manager. ▪ General office administration including but not limited to filing, photocopying, post duties, answering phone calls and directing to the correct person/department.
Additional Duties	<ul style="list-style-type: none"> ▪ To ensure that all Health & Safety procedures are understood and adhered to. ▪ To perform any other reasonable task or duty as directed by his or her supervisor.

Person Specification	
Essential	<ul style="list-style-type: none"> ▪ AAT qualified or Finance related degree. ▪ Previous experience of working in a Finance role. ▪ 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. ▪ Able to prioritise tasks, manage time effectively and meet deadlines. ▪ A proactive approach to tasks. ▪ Payroll experience. ▪ 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.
Desirable	<ul style="list-style-type: none"> ▪ Part qualified ACCA or CIMA ▪ Knowledge of Landmark and Earnie computer systems. ▪ Ability to work flexibly.