

HOLKHAM

Job description

Finance Assistant

LOCATION	Holkham, Norfolk (on-site required)
REPORTING TO	Management Accountant

The Holkham Estate

Our vision is to be the UK's most pioneering and sustainable rural estate.

Holkham is a thriving rural estate covering 25,000 acres, set on a beautiful stretch of the North Norfolk coastline. The Hall was built in the mid-18th century by Thomas Coke, 1st Earl of Leicester, and remains the family seat of the Coke family today. The diverse estate further comprises a deer park, the world famous Holkham National Nature Reserve and beach as well as a thriving collection of businesses centred on property, farming, hospitality and leisure.

Holkham employs a team of 350, rising to 400 in peak summer. It stands out for its strong sense of community and positive working culture and was named the "Best Large Employer" for the Eastern Region in 2023. Its vision is to be the UK's most pioneering and sustainable rural estate.

Holkham Property Company

The property portfolio comprises Holkham Hall and associated listed buildings; 14 tenanted farms; approximately 300 residential properties and 70 commercial units and a growing portfolio of 11 high-quality holiday lets.

Overall job purpose

The Finance Assistant is the operational engine of the finance department, handling transactional processing and day-to-day bookkeeping across several of the Estate's entities, which span property, forestry, house building and game operations.

The role ensures that purchase and sales invoicing, payments, bank postings and financial records are processed accurately and on time, and provides a responsive, professional point of contact for finance queries from suppliers, tenants and customers.

Main responsibilities

Purchase Ledger & Payments

- Process of all purchase invoices.
- Prepare supplier payment runs for a small number of entities.

Sales Ledger & Income

- Raise sales invoices.
- Perform bank postings for rents received.

Cash & Records

- Maintain petty cash reconciliations.
- File and maintain financial records, ensuring they are accurate, complete and up to date.

Queries & Support

- Monitor and maintain the accounts inbox, ensuring items are actioned promptly.
- Respond to supplier and tenant finance queries in a timely and professional manner.
- Provide general ad hoc support to the Management Accountant and Finance Business Partner.

Person specification

Skills and experience

- Experience in an administrative or finance support role.
- Experience of working with purchase and/or sales ledger processes would be essential.
- Good level of numeracy and strong attention to detail.
- Strong organisational skills and the ability to manage a varied workload.
- Good communication skills and the ability to deal confidently with suppliers, tenants and colleagues.
- Competent in Microsoft Office, particularly Excel.
- Experience of using finance or accounting systems.

Personal qualities

- Organised and reliable, with a methodical approach to work.
- Proactive and willing to take ownership of tasks.
- Able to manage a varied role and respond to changing priorities.
- Team focused and supportive of colleagues.
- Committed to accuracy and completing tasks to a high standard.
- An affinity with Our Five Great Behaviours.

9.00 – 17.00 Monday to Friday – total weekly hours 37.5 excluding breaks.

£28,000 per annum

End.