

# HOLKHAM

## Job description

### Finance Business Partner

### (Property)

LOCATION Holkham Estate, Norfolk

REPORTING TO Finance Director

#### **The Holkham Estate**

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

The Holkham Estate comprises 25,000 acres in an Area of Outstanding Natural Beauty (AONB) on the beautiful north Norfolk coast. At its centre, Holkham Hall is the family home of the Earl and Countess of Leicester and one of the ten Treasure Houses of England, with its grand interiors and remarkable art collections.

The hall itself is only a small part of the visitor attraction. Holkham's visitor and leisure businesses generate over half of the Estate's income, a reflection of the amazing opportunities presented by the remarkable beauty of Holkham Park, two of the UK's very best beaches and the largest privately managed National Nature Reserve in England. The estate has the resources and the ambition to see continued investment into its visitor and leisure facilities and its education, entertainment and events programmes.

Holkham is a major regional employer with a team of over 350. In the last 12 months Holkham has been awarded one of only 14 Gold Awards in Visit England's Visitor Attraction scheme, 5-star awards for its holiday park and inn, as well as Best Large Employer in the Eastern Region.

Holkham is regarded as one of the most innovative and diversified rural estates in the UK. Complementing the visitor and leisure businesses, Holkham has extensive farming operations, around 280 let properties (residential, commercial and agricultural), house-building projects, renewable energy schemes, forestry, and a national profile for pioneering work in conservation and sustainability.

## **The Finance Team**

The Finance function comprises a Finance Director, Payroll Manager, Accountants, Assistant Accountants and a Cashier, totalling 12. Whilst the direct reporting line is central, Accountants provide support to an allocated business and are physically located within that business.

## **Overall job purpose**

Holkham's Land and Property business has seen a significant and exciting growth in residential development over the last 2 years with house building projects completed and in the pipeline. This position will be the Finance Business Partner to the Land and Property General Manager for Holkham Estates Company and Holkham Building Maintenance.

## **Job description**

The following is intended to provide guidance as to duties but it is not exhaustive. You will from time to time be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

Specific duties will include:-

### **Land and Property:**

Produce accurate and meaningful management information to aid decision making in the development area of the land and property team. This will include monthly reporting against of P&L, Balance Sheet and Cashflow against budget and Forecast.

Work with the General Manager and operational heads to maintain a robust list of risks & opportunities and track delivery against our monthly forecast.

Work with the General Managers of both the Let Estate, Planning & Development and operational heads to ensure that all management information produced is understood, through clear and meaningful commentary to accompany the numbers produced.

Ensuring alignment with the Estate's long-term plans, produce annual operating budgets and input into five-year plans for business units within the Land and Property Team, meeting the required financial objectives.

Take responsibility for exercising budgetary control and for the implementation of financial procedures and processes that meet the Estate's financial and legal regulations. This includes championing the correct application of procurement regulations within your area.

Work with the General Manager and Finance Director to develop financial business cases for future property developments.

Work alongside the Site Manager/Construction Manager to provide financial support and analysis for development projects, provide challenge as a 'critical friend' to ensure financial objectives of projects are met. This will include producing detailed phased cash flows for each project and monitoring against these as projects progress.

## Skills and Experience

Qualified chartered accountant.

Excellent communication skills

To be able to demonstrate being very well organised. The ability to effectively manage competing priorities and meet set deadlines.

Great attention to detail and accurate in all work undertaken.

Experience of business partnering, including

- Preparing, monitoring and managing budgets

- communicating financial information to all stakeholders

Ability to influence and negotiate with both internal and external stakeholders.

The ability to establish a positive relationship between the finance team and the operational teams in the business.

Sector experience in property or leisure businesses would be an advantage, gained either in professional practice or in industry.

## Personal Qualities

Qualified Accountant, and likely to be a graduate who qualified in professional practice.

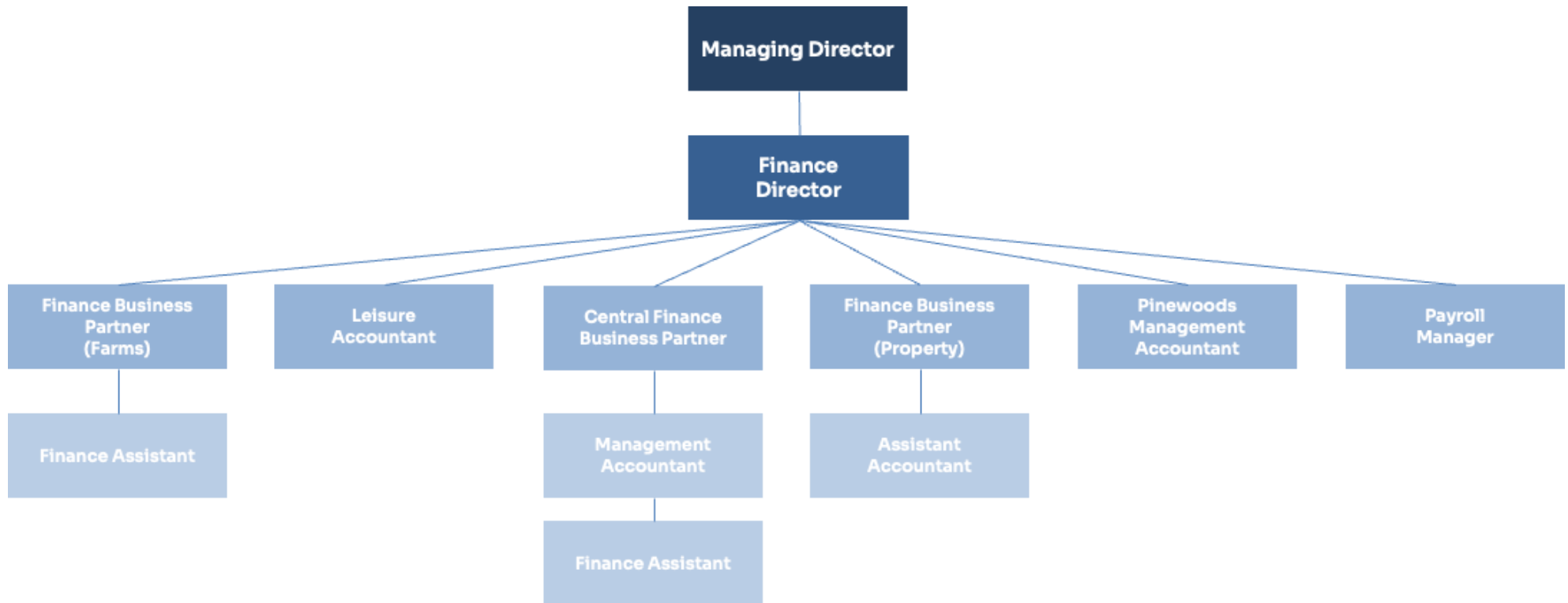
Proven ability to understand and work with accounts from multiple businesses; experience of year-end reporting and working with audit teams.

Highly proficient with use of standard accounts package and Excel

Hard-working; manages multiple tasks to meet deadlines; works effectively both alongside colleagues and independently; operates to high standards; instinctive integrity.

An affinity with Our Five Great Behaviours [Our People | Holkham Hall & Estate | Norfolk](#)

# Holkham Finance Team



# HOLKHAM

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

## Our ambitions

We are custodians of important historic buildings and collections which we will treasure, enhance and revitalise before we hand these on to the next generation.

We will be pioneering, sustainable and influential in managing our landscape, farmland, habitats and wildlife.

We will create welcoming experiences to attract, inform and inspire those who visit or stay with us.

We want Holkham to be a great place to work, where talent is developed, teams set their own high standards and the human touch is never lost.

We will be a force for good in helping local communities to thrive, by providing employment, homes, and support for local businesses and charities.

## Our five great behaviours

**TEAMWORK** **MUTUAL RESPECT**  
**SUSTAINABILITY** **CHALLENGE** **GO SEE**