

About us...



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – what you need to know

<p>Job purpose:</p>	<ul style="list-style-type: none"> - Preparing and delivering accurate periodic management accounts (P&L and balance sheet) and budgets for Care trading areas (Pharmacy and Funerals), supported by clear analysis and insight. - Owning key areas of the ledgers, ensuring completeness, accuracy and strong financial control. - Producing high-quality financial information to support effective review by the Senior Management Accountant.
<p>You'll report to:</p>	<ul style="list-style-type: none"> - Senior Management Accountant - Care
<p>Your hours:</p>	<ul style="list-style-type: none"> - 37.5 hours per week (FTE)
<p>Your relationships:</p>	<ul style="list-style-type: none"> - Colleagues within the Management Accounts and wider finance team including Commercial Finance Manager and Head of Financial Control. - Colleagues within the Care trading areas (Pharmacy and Funeral) - Colleagues within the wider organisation which include Marketing, IT, People Operations, Health, Safety and Security, Talent Acquisition, etc. - Customers and suppliers at all levels.
<p>What you'll bring to us:</p>	<ul style="list-style-type: none"> - AAT Level 3 qualified (or equivalent) with a commitment to continuing professional development. - Previous experience in an accounting or finance role is essential. - Strong communication and organisational skills with the ability to build effective relationships. - High attention to detail and accuracy, even under pressure. - Pro-active, enthusiastic, and confident, with a positive approach to teamwork. - Ability to prioritise workload effectively to meet deadlines. - High level of integrity and professionalism in handling sensitive financial information. - Proficient in Excel and confident in using financial systems and processes

Together we are



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

Your duties and responsibilities:

- Preparing periodic management accounts for Pharmacy and Funeral trading areas, ensuring accuracy, timeliness and relevance to stakeholders.
- Supporting the Senior Management Accountant with detailed variance analysis and insight to explain movements in revenue, costs and margins against forecast.
- Monitoring cash collection, invoicing and debt recovery processes to protect working capital across the trading area.
- Preparing and posting journals, including accruals, prepayments and reclassifications, ensuring accuracy and completeness.
- Maintaining clear and audit-ready supporting documentation for all financial entries.
- Ensuring all period-end tasks are completed in line with agreed timetables.
- Preparing and maintaining balance sheet reconciliations, ensuring they are completed accurately and on time.
- Investigating and resolving reconciling items promptly, ensuring issues are understood and addressed.
- Maintaining integrity and accuracy of assigned accounts through strong financial control.
- Escalating risks, aged items or unresolved issues where appropriate.
- Identifying and flagging unusual or high-risk transactions to the Senior Management Accountant.
- Ensuring compliance with financial regulations, tax requirements, audit standards and internal financial policies.
- Supporting year-end statutory accounts and external audit processes, including preparing schedules and responding to queries.
- Providing cover for other Management Accountants as required, supporting overall team delivery.

Together we THRIVE



- Trustworthy – we do what we say we'll do and trust others to deliver to the best of their ability
- Helpful - we support and challenge each other collaboratively, no matter the role or level.
- Respectful - we listen to other views and opinions with consideration and celebrate differences.
- Inspiring - we role model what good looks like and lead by example to be better.
- Valued - we recognise achievements and appreciate everyone's contributions.
- Empowered - we listen and encourage each other to take opportunities.

Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

I will be trustworthy by:

- Acting with integrity when analysing and reporting financial results.
- Ensuring accuracy and compliance in all budgeting and forecasting processes.
- Delivering reliable financial insight that supports sound decision-making.
- Demonstrating discretion and confidentiality when handling sensitive information.

I will be helpful by:

- Supporting colleagues by explaining financial information in clear, simple terms.
- Assisting operational teams in managing budgets and improving profitability.
- Collaborating with wider Finance and Funeral teams to solve challenges together.
- Sharing knowledge and expertise to build financial capability across the Society.

I will be respectful by:

- Listening to the perspectives of colleagues and valuing their insights.
- Recognising the sensitive nature of the Care sector in all financial work.
- Building strong relationships through fairness, professionalism and empathy.
- Treating internal and external stakeholders with courtesy at all times.

I will inspire others by:

- Role-modelling a proactive and solutions-driven approach to finance.
- Encouraging colleagues to see financial insight as a tool for success.
- Promoting continuous improvement in processes and reporting standards.
- Motivating others by showing how finance adds value to Care services.

I will value people by:

- Recognising the contributions of team members and supporting their growth.
- Providing constructive feedback that helps colleagues develop confidence and skills.
- Ensuring the Finance function is seen as a trusted partner by Care teams.
- Celebrating achievements when financial and operational goals are met together.

I will empower others by:

- Enabling Care colleagues to take ownership of budgets with clear guidance.
- Encouraging teams to suggest improvements to processes and controls.
- Supporting managers to make confident, financially sound decisions.
- Building empowerment through knowledge-sharing, training and collaboration.