

About us...

Lincolnshire



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

Job purpose:

- Supporting the production of management accounts (P&L and balance sheet) by maintaining accurate financial records, preparing routine journals and assisting with reconciliations and month-end processes.

You'll report to:

- Management Accountant – Retail

Your hours:

- 37.5 hours per week (FTE)

Your relationships:

- Your line manager, Colleagues within the Management Accounts team and wider finance team including Commercial Finance Manager and Head of Financial Control.
- Colleagues within the Retail trading areas
- Colleagues within the wider organisation which include Marketing, IT, People Operations, Health, Safety and Security, Talent Acquisition, etc.
- Customers and suppliers at all levels.

What you'll bring to us:

- Previous experience in an accounting or finance role is essential.
- A level 2 AAT qualification is desirable but not 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



Providing and
supporting
valued services



Helping to
grow the
local economy



Caring for our
health and
wellbeing



Looking after
our local
environment

Together we are

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

Your duties and
responsibilities:

- Supporting period-end close activities, ensuring tasks are completed accurately and in line with deadlines.
- Preparing standard journals, including accruals, prepayments, payroll and adjustments, ensuring correct posting and supporting documentation.
- Maintaining organised and accurate supporting schedules to evidence financial entries and support audit requirements.
- Preparing balance sheet reconciliations, including bank, accruals and prepayments, ensuring completeness and accuracy.
- Investigating routine reconciling items and resolving discrepancies in a timely manner.
- Reconciling trading and operational systems to the general ledger, ensuring alignment and accuracy across the trading area.
- Escalating complex issues or unresolved items to Management or Senior Management Accountants as appropriate.
- Resolving payment and reconciliation queries from suppliers, customers and colleagues, providing clear and accurate solutions.
- Inputting and maintaining accurate financial data within finance systems.
- Supporting transaction processing, including sales and purchase invoices and allocation of payments, where required.
- Assisting with data uploads, validation checks and system updates to maintain data integrity.
- Supporting the preparation of reports and analysis, providing accurate data for management accounts and commentary.
- Following established financial controls, policies and processes to ensure compliance and consistency.
- Maintaining complete, organised and audit-ready documentation to support internal and external audit requirements.
- Supporting audit requests by providing accurate and timely information.
- Providing administrative support, including document management, query handling and ad hoc tasks.
- Collaborating with finance colleagues and other departments to ensure alignment and accuracy of financial data.
- Identifying opportunities to improve processes, enhance efficiency and strengthen financial controls.
- Maintaining confidentiality and security of financial information in line with data protection requirements.
- Providing cover for other Assistant 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:

- Delivering accurate financial reporting on time and consistently.
- Escalating issues promptly to maintain transparency and integrity.
- Handling sensitive financial data with utmost professionalism.
- Following through on commitments and responsibilities reliably.

I will be helpful by:

- Supporting colleagues with reconciliations and reporting tasks effectively.
- Sharing knowledge to improve team understanding and efficiency.
- Assisting peers with queries collaboratively and pro-actively.
- Offering constructive input to enhance processes and accuracy.

I will be respectful by:

- Listening to colleagues' perspectives and valuing their opinions.
- Recognising and appreciating contributions of all team members.
- Treating others' work with care and consideration.
- Celebrating diversity and inclusivity within the Finance team.

I will inspire others by:

- Demonstrating professionalism and high standards in all tasks.
- Sharing best practice to encourage team improvement.
- Motivating peers through proactive support and positive communication.
- Promoting continuous learning and development within the team.

I will value people by:

- Contributing insights that influence business decisions effectively.
- Recognising and supporting colleagues' achievements and successes.
- Delivering high-quality outputs consistently across accounting tasks.
- Supporting team achievements to strengthen Finance department performance.

I will empower others by:

- Taking ownership of assigned accounting tasks independently.
- Suggesting process improvements to enhance team efficiency.
- Applying new skills and knowledge pro-actively.
- Making informed decisions aligned with Society policies.