

About us...



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

Essential Information – what you need to know

Job purpose:

- To work as part of a small team to ensure the effective and detailed completion a variety of purchase ledger and sales ledger tasks according to the needs of the Society.
- To work collaboratively with other areas of the administration team and with the wider business.

You'll report to:

- Pharmacy Warehouse Manager

Your hours

- 37.5 hours per week (FTE)

Your relationships:

- Colleagues within the Finance, Pharmacy Warehouse and administration team
- Colleagues within the Pharmacy branches
- Colleagues within the wider organisation which include Trade Accounts
- Customers and suppliers at all levels.

What you'll bring to us:

- Previous experience in an office environment and a similar role is desirable.
- An ability to demonstrate excellent organisational skills, as well as being able to build relationships both internally and externally.
- Excellent attention to detail.
- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.)
- Excellent communication skills, both written and verbal.
- Ability to work effectively in a team.
- Good time management with the ability to work under pressure and prioritise as necessary.



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:	<ul style="list-style-type: none">- Inputting invoices and credit notes correctly.- Checking transaction reports to identify any errors.- Assisting with supplier and customer payment queries.- Reconciling purchase ledger and supplier statements.- Maintaining sale ledger records, including bank reconciliations, cash allocations and customer statements.- Creating new customer and supplier accounts- Effectively liaising with and maintaining relationships with a wide range of suppliers and customers- Matching up delivery notes with invoices, checking prices and producing customer credit notes.- Completing sales ledger, purchase ledger and debt management duties.- Matching up customer orders with proof of delivery.- Supporting the finance team in raising invoices to customers where required.- Additional duties as may be required in the role to support and assist the wider finance, administration and management team.
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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:

- Following recruitment processes with consistency, integrity, and confidentiality.
- Representing the Society positively to candidates, suppliers, and stakeholders.
- Ensuring legal and policy compliance throughout the hiring lifecycle.
- Delivering on commitments and communicating openly and reliably.

I will be helpful by:

- Supporting hiring managers with clear advice and hands-on campaign delivery.
- Sharing recruitment knowledge and tools to improve internal capability.
- Offering practical solutions when faced with challenges or complex hires.
- Being responsive, reliable, and collaborative across all interactions.

I will be respectful by:

- Treating all candidates and colleagues with fairness and empathy.
- Listening to different perspectives and adapting to business needs.
- Encouraging inclusive hiring decisions and promoting equal opportunity.
- Building strong partnerships through professionalism and trust.

I will inspire others by:

- Acting as a role model for high-quality, candidate-focused recruitment.
- Promoting a positive hiring experience internally and externally.
- Encouraging innovation and feedback in how we attract and select talent.
- Taking initiative to improve how recruitment adds value to the organisation.

I will value people by:

- Contributing insight and expertise that improves team and business outcomes.
- Recognising the impact of good hiring on long-term success.
- Championing a supportive and collaborative working environment.
- Helping colleagues grow by sharing knowledge and offering guidance.

I will empower others by:

- Taking ownership of campaigns, actions, and candidate outcomes.
- Using systems and data to drive performance and innovation.
- Supporting others to make confident, evidence-based hiring decisions.
- Embracing opportunities to lead improvements and shape best practice.