

## About us...

Lincolnshire



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:

- Taking responsibility for the preparation of the four weekly management accounts for our food retail trading area, as well as the preparation of budgets and forecast and expenditure analysis and reporting.

### You'll Report To:

- Group Management Accounts Manager

### Your Hours:

- 37.5 hours per week FTE.
- Usual working hours will be Monday – Friday, 8.30am – 5.00pm.
- Working hours can be flexed according to the opening hours of the Support Centre, which will be agreed between you and your line manager.
- Hybrid working arrangements are also available for this position.

### Your Relationships

- Your line manager and colleagues from the wider finance team including accountants from our other trading areas and accounting support roles, Head of Financial Control, Head of FP&A and Head of Commercial Finance.
- Food team key stakeholders to business partner including Head of Food Operations
- Your colleagues within the wider organisation which include Community, Membership, Human Resources, Health & Safety, etc.
- Your customers at all levels and partners from our local groups.

### What you'll bring to us:

- Fully qualified as an accountant (CIMA, ACA, ACCA).
- Previous experience in a management accounting role, preferably in a FMCG environment.
- Experience in budgeting and forecasting.
- An ability to build effective relationships and to work collaboratively with senior leaders and colleagues.
- Excellent communication, written and reporting skills with an ability to explain and present financial data in a non-technical way.
- A proven track record of working on initiative and prioritising own time.
- Confident with the use of IT systems and processes, including financial modelling.



**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 the Society's ongoing success in this role by:

### Your duties and responsibilities:

- Leading on the collation and presentation of the four weekly food and petrol results offering continuous improvement to meet and exceed the needs of the Society.
- Collaborating with key stakeholders to align financial goals with operational strategies and objectives.
- Analysing the food four weekly results and monitoring these against agreed budgets and forecasts.
- Completing financial reviews and providing support for investment proposals.
- Contributing to strategic planning by providing financial insights, conducting scenario analysis and evaluating the financial viability of new initiatives or expansions.
- Leading on financial planning for the food trading area, including the creation of budgets and forecasts.
- Providing guidance and training to finance teams or operational colleagues on financial procedures, systems and best practices.
- Continuously reviewing and improving financial processes, reporting systems and internal controls to enhance accuracy, efficiency and compliance.
- Taking ownership of keeping accountancy knowledge up to date, recognising any changes to legislation or processes.
- Assisting with the year-end statutory audit.



## Together we are...

- **Helpful** – we'll look for ways to make a difference
- **Inspiring** – we'll help everyone be the best they can be
- **Trustworthy** – we can be relied on

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

### I will be helpful by:

- Responding positively to requests from colleagues and customers.
- Trying to get it right first time.
- Resolving customer complaints and take corrective action.
- Sharing my knowledge with my colleagues.
- Offering to help before being asked.
- Going above and beyond.
- Contributing to the team and its success.

### I will inspire others by:

- Supporting and encouraging one another.
- Being a positive role model.
- Listening and learning from my colleagues and line manager.
- Building strong relationships with customers and colleagues.
- Suggesting new ideas and trying new things.
- Being aware of my strengths and where I need to develop.
- Taking pride in my work and celebrating success.

### I will be trustworthy by:

- Using good judgement in all situations.
- Being open and honest.
- Take responsibility for my work and delivering positive outcomes.
- Treating everyone fairly and with respect.
- Doing my best for each other and our communities.