

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 assist in the preparation of four-weekly management accounts for the food retail trading area, support the development of budgets, forecasts, and expenditure analysis, and provide day-to-day assistance to the management accountant.

You'll Report To:

- Food Retail Management Accountant

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 agreements are available for this position.

Your Relationships

- All colleagues within the Accounts team
- Colleagues from the Food management team
- Working relationships with managers and colleagues from across our trading areas

What you'll bring to us:

- AAT level 3 qualified or equivalent
- Previous experience in an accounting or finance role is essential
- Ability to demonstrate excellent communication and organisation skills, as well as being able to build relationships both internally and externally
- Able to show excellent attention to detail even when under pressure
- A pro-active, enthusiastic and confident nature with a positive approach to teamwork
- Ability to prioritise and manage your workload
- High level of integrity and professionalism when dealing with sensitive financial information
- Proficient in the use of Excel



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:

- Assisting with the preparation of Food management accounts and balance sheet reconciliations
- Leading on the preparation of the Petrol Management accounts and balance sheet reconciliations
- Performing detailed variance analysis to provide insights and aid decision making
- Preparing supporting schedules and documentation for financial statements
- Collaborating with the Management Accountant to ensure financial reports are accurate, timely and compliant with regulatory requirements
- Assisting with the development and implementation of internal controls to safeguard Society assets and enhance operational efficiency
- Assisting with the preparation of budgets and reforecasts for Food and Petrol
- Assisting with the preparation of information for the year-end external audit
- Monitoring and reviewing any rebates received developing a relationship with The Coop Group and other suppliers
- Assisting with adhoc management information requested from the Food team
- Undertaking any additional duties required to support and assist the wider accounts team, including providing cover for other management accounting trading areas when necessary.



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.