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:	- The Accounts Payable team have responsibility for the processing and authorising invoices, processing and controlling supplier payments and accounting for all associated transactions for the Lincolnshire Co-op. - To Support and work collaboratively with the other finance teams and with the other business to ensure all Account Payable tasks are completed in an accurate, timely and efficient way.
Your hours	- 37.5 hours per week FTE
Your relationships:	- Colleagues within the administration team - Colleagues within the wider organisation which include Food Retail, Travel, Funerals, etc. - Colleagues within the wider organisation which include Marketing, I.T, People Team, Health and Safety, Training, etc. - Customers and suppliers at all levels.
What you'll bring to us:	- A minimum of 2 years Accounts Payable experience in a medium to large company essential. - Experience of a modular (ERP) accounting system is desirable. - Able to demonstrate excellent communication and organisational skills, as well as being able to build relationships both internally and externally. - Showing excellent attention to detail even when under pressure. - A pro-active, self-motivated nature with a willingness to investigate problems, suggest solutions and work collaboratively with the wider team. - Proficient in the use of Office 365 (Outlook, Word, Excel, etc.) - Knowledge of Lincolnshire Co-op and of the Co-operative business model, demonstrating values that would suggest out Purpose.

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:	- Processing invoices and credit notes on to the accounting system, UNIT4, whether being processed for approval through our workflow system or direct approval. - Assisting with and monitoring invoice approvals either on the UNIT 4 workflow system or manual approvals. - Working with the team efficiently liaising with and maintaining good relationships with a wider range of suppliers and dealing with supplier payment queries in a timely manner. - Weekly reconciliations of Account Payable supplier accounts to supplier statements. - Monitoring incoming emails and distribution of invoices. - Sorting invoices and credit notes in preparation for weekly reports.

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. - 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.