About us...

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

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:	- 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.