



ROLE PROFILE

Job Title: Accounts Trainee, Poland Location: Poznań, Poland
 Reports to: Associate Director, Finance, Poland Division/Dept: Finance - Continental Europe

Summary of the Role's Main Purpose

To support Accounting team, become familiar with SEGRO's operations, internal procedures and software used within the organization (P2P + accounting system) as well as supporting in performing daily accounting duties including running property accounting for a number of operational entities within accounting department.

Principle Accountabilities

AP activities:

- become familiar with Proactis, P2P software used at SEGRO
- posting invoices in the accounting system (MRI)
- processing payments (internal controls, MRI procedures)

CM module:

- develop good knowledge of rental process and current tenancy schedule
- raising sales invoice including corrections
- processing payments (internal controls, MRI procedures)

GL activities:

- become familiar with monthly operations and MRI procedures
- preparing and checking ledger balances and other monthly and yearly accounts

Other accounting activities:

- Fixed assets accounting (statutory and group entries)
- Bank operations accounting (recording receipts and payments)
- Monitoring of cash position
- Reconciliation of intercompany balances
- Assisting with projects within the Finance Department
- Support monthly and quarterly closings activities such as preparation of various reports in the specific form and assistance with group reporting process
- Ad hoc help to Chief Accountant and controlling department.

Core Areas of Knowledge, Skills & Experience

- Accounting Student
- Good working knowledge of English (written and spoken)
- High level of accuracy and attention to detail
- Excellent communication, organizational and analytical skills



Desirable.

- Good knowledge of MS Excel
- Team-player, hard-working individual, demonstrating high level of integrity
- Confidence in working with numbers

Date of completion: January 2026

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.