



ROLE PROFILE

Job Title:	Junior Accountant, Finance Operations, Southern Europe	Location:	Paris, France
Reports to:	Accounting Lead, Finance Operations, Southern Europe	Division/Dept:	Finance / Finance Continental Europe

Summary of key responsibilities

Support the Finance team; become familiar with SEGRO's business, IT tools, and the various procedures in place within the company (invoicing software and accounting software). Record accounting entries relating to the different entities managed by the Finance Department. This role reports directly to the Accounting Lead for the Southern Europe Business Unit.

Key responsibilities

- Become familiar with Proactis, SEGRO's supplier invoice management software
- Post purchase invoices in the accounting system (MRI)
- Process supplier payments and reconcile invoices vs. supplier payments (internal control and compliance with MRI procedures)
- Good knowledge of automated customer invoicing procedures and related deadlines
- Issue customer invoices, including adjustment invoices
- Prepare and post customer payments (internal control and compliance with procedures)
- MRI)
 - Become familiar with posting monthly entries and transactions, in line with SEGRO procedures and deadlines
 - Prepare and perform monthly and annual checks of balance sheet and profit and loss account positions
 - Post fixed assets (statutory and IFRS accounting)
 - Post daily banking transactions (payments and receipts)
 - Support cash position monitoring
 - Support intercompany account reconciliations
 - Contribute to Finance Department development projects
 - Support monthly and quarterly close entries, in compliance with Group procedures
 - Ad hoc: participate and support the Accounting Lead with various accounting and administrative tasks.
- High level of accuracy and strong organisational skills; precision of information provided as part of tax obligations.

Specific knowledge, skills and experience

Essential



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- Student on an accounting programme
 - Strong attention to detail and accuracy
 - Excellent communication, organisational skills and analytical mindset

Preferred

- Very good command of Excel
- Team spirit, strong attendance and integrity
- Comfortable working with numbers
- Strong interest in accounting and the real estate sector
- Good knowledge of English (written and spoken)
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Special Job Requirements

- Apprenticeship for 1 or 2 years
- Bachelor's or Master's level
- Possible start from September 2024
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Date: March 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.