

Accounts Trainee, Finance Operations

Full-time, 1 year contract

Location: Poznan

Closing Date: 01 July 2022

About us?

SEGRO is a UK Real Estate Investment Trust (REIT) and listed on the London Stock Exchange in the FTSE 100 index.

For over 100 years SEGRO has been creating the space that enables extraordinary things to happen. We invest in high-quality real estate, actively manage our portfolio and sell assets to crystallise attractive returns. We own, manage, and develop light industrial property and modern warehouses with a portfolio comprising 8 million square metres of space (86 million square feet), valued at £18 billion. We are spread strategically across locations in the UK and in Continental Europe.

Our goal is to be the leading owner, manager and developer of industrial properties in Europe and the partner of choice for our customers.

Why work for us?

94% - employees feel engaged (2020 employee survey)

SEGRO is a friendly, vibrant community. We believe SEGRO people are amongst the best in our industry. We have a talented and committed team of employees in the UK and across Continental Europe. Our aim is to continue to attract, develop and retain the best and brightest employees in the industry.

We are proud of our track record in spotting and nurturing talent. Our ambition is to make sure every individual has the opportunity to maximize their potential and their careers with SEGRO.

What are we looking for?

We are currently looking to appoint an Accounts Trainee, Supporting Accounting team, become familiar with SEGRO's operations, internal procedures and software used within the organisation (P2P + accounting system) as well as perform daily accounting duties including running property accounting for a number of operational entities within accounting department. The position will be reporting directly to the Chief Accountant, Central Europe.

The role's principle accountabilities will be in

Accounts Payable Activities

- Become familiar with Proactis, P2P software used at SEGRO
- Posting invoices in the accounting system (MRI)
- Processing payments (internal controls, MRI procedures)

Commercial Management Module

- Develop good knowledge of rental process and current tenancy schedule
- Raising sales invoice including corrections
- Processing payments (internal controls, MRI procedures)

General Ledger 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 receipt and payments)
- Monitoring of cash position
- Reconciliation of intercompany balances
- Assisting with projects within the Finance Department
- Support monthly and quarterly closing 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.

You will have:

- Excellent accuracy and attention to details especially in the annual financial audit and tax controls from the tax authorities
- Accounting Student
- Good working knowledge of English (written and spoken)
- High level of accuracy and attention to detail
- Excellent communication, organisational and analytical skills

It would also be nice for you to have...

- Very good knowledge of MS Excel
- Team-player, hard-working individual, demonstrating high level of integrity
- Confidence in working with numbers
- Interest in finance and property sector

What we offer...

Competitive package including 20 annual leave days, contributory pension scheme (PPK), Health and Life insurance and corporate discount for gym membership. As well as a wellbeing programme and an annual charity day of giving.

How to apply:

If you would like to be considered for this role, please send your CV with covering letter detailing your suitability for the role to HR.Recruitment@SEGRO.com by EOD 08 July 2022.

**SEGRO is an equal opportunities employer.
No Agencies please.**

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.