



ROLE PROFILE

Job Title: Accountant, Finance, Italy Location: Milan, Italy
Reports to: Manager, Finance, Italy Division/Dept: Finance / Finance - Continental Europe

Summary of the Role's Main Purpose

The role of accountant is to proceed in recording accounting entries relating to the various entities managed by the Finance Department. It consists in a wide scope of accounting duties including General Ledger, auxiliary ledgers (tenants and suppliers). Additional ad hoc duties may be required, related to Finance and Accounting.

Principle Accountabilities

Suppliers section:

- Becoming familiar with Proactis, the supplier invoice management software used at SEGRO.
- Posting purchase invoices in the accounting software (MRI).
- Making supplier payments and reconciling invoices with supplier payments (internal control and compliance with MRI procedures).

Customer section:

- Good knowledge of automatic customer invoicing procedures and related deadlines.
- Service charge reconciliation and invoicing in cooperation with the property and asset team.
- Issuance of customer invoices, including adjustment invoices, and follow up with property manager on aged positions.
- Preparation and posting of customer payments (Internal control and compliance with MRI procedures).

Payroll section:

- Support the accounting of payroll expenses based on the inputs provided by the external payroll advisors.
- Processing of the expense reports and benefit schemes (e.g. meal vouchers), ensuring accuracy, completeness and alignment with internal policies.
- Ensure appropriate controls and audit trail over employee-related transactions.

Miscellaneous operations section:

- To become familiar with the accounting of monthly entries and operations in compliance with the procedures and deadlines in place at SEGRO.
- Own specific areas of the monthly and quarterly closing activities in accordance with the procedures in place (costs analysis, Capex, FA amortisation).
- Preparation and monthly/annual verification of balance sheet and profit and loss account positions.

Other accounting tasks:

- Accounting for fixed assets (statutory and IFRS accounting).
- Daily accounting of banking operations (payments and receipts).
- Processing tax payments (F24 and Pago PA) through the banking system.
- Participate in the monitoring of cash positions, manage cash request and cash reimbursement in accordance with internal Treasury policy.



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- Participate in the reconciliation of inter-company accounts.
 - Contribute to the development projects of the Finance Department.
 - Participate and assist the Finance Manager in various accounting and administrative tasks that may present in the day-to-day business
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Core Areas of Knowledge, Skills & Experience

- Solid accounting knowledge of country-specific GAAP and IFRS.
 - Strong sense of precision and rigour.
 - Excellent communication, organisational and analytical skills.
 - Ability to work independently and as part of a team.
 - Very good command of Excel.
 - Ability to work with numbers.
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Desirable

- Strong interest in the real estate sector.
 - Experience with ERP systems.
 - Good knowledge of English (written and spoken).
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Date of completion: May 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.