

## Property Management Analyst, Finance Operations, Southern Europe

Full-time, permanent

Paris

Closing Date: EOD Friday 5 August 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 a Property Management Analyst, Finance Operations to support smooth key information sharing & communication between operational / property and accounting / finance teams. This role will be delivering timely lease and property administration activities, in accordance with our accounting and commercial processes for all our assets in France (Logistics, Light Industrial & City Logistics).

The role's principal accountabilities will be in;

- Commercial & internal process management:
  - Audit & Process Management (external and internal): main point of contact for all about invoicing, cash collection and commercial processes. To constantly update actual processes ensuring continuous improvement / streamlining year on year with Asset Managers.
  - Data & Budget Management:
    - To maintain up to date dashboards for Asset Managers to improve follow up of the commercial budget, tenant breaks, rent indexation, etc.
    - To update our commercial database (MRI) with all relevant information (indexation, new lease, takeback, new building acquisition, disposal, etc.) in due time.
    - to consolidate and validate commercial budget and valuation data with Asset Managers.

- Quarterly invoicing process management: to prepare and validate with Asset Managers, validating the Tenancy schedule and the main movements of the quarters and delivering on time indexations and invoicings.
- Cash collection management: to coordinate with Asset Managers and Accounting team, the cash collection and unpaid dunning processes.
- Lease Administration management:
  - To manage lease obligations & specific follow up:
    - Lease summary in coordination with Asset Manager and with our lawyer
    - Rental guarantees and security deposit follow up, updates and customer recovery
    - Follow up of lease exceptions
    - etc.
  - To participate, in support of Property & Asset Managers, to operating meetings on site with tenants (yearly basis meetings).
- Customer satisfaction improvement management:
  - Delivering high quality, transparent and on time information (invoice, tenant queries answer, dashboard, newsletter etc.)
  - Working closely with Property and Asset Manager to provide 2 newsletters per year to our customers
- Support property management and service charge administration:
  - Property tax management
  - Support to service charge budget management (calculation, follow-up)
  - Ad hoc queries on property administration tasks (support to service charge reconciliations, insurances claims follow-up etc)

**You will have...**

- Skills in handling large amounts of data / large spreadsheets
- A professional finance qualification in accounting in Property sector is a strong advantage or experience in Property / Service charge / lease administration role.
- A positive outlook with a 'can do' attitude with the ability to forge good relationships across the business
- Ability to communicate with both finance and non-finance professionals.
- Self-Starter abilities – able to identify issues and use initiative and interpersonal skills to resolve issues
- Ability to interpret financial and non-financial data
- Good Excel skills (pivot tables, VLOOKUPS etc)

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

- Interest or previous experience in real estate sector / commercial lease knowledge basis is a strong advantage.
- Management of data reporting, forecasting, budgeting, processing and strategic planning.

**What we offer...**

Competitive package including; 25 days annual leave, RTT Days (between 7 & 12 days per year subject to public holidays falling on working days), luncheon vouchers, Carte Navigo and complementary healthcare. As well as wellbeing programme and an annual charity day of giving.

We provide excellent opportunities for training and development, supporting employees with their career ambitions. We have a range of high-quality education and training on personal and professional skills that enable our people to fulfil their potential.

All employees participate in our annual bonus scheme and have the opportunity to own a stake in the company through share schemes open to everyone.

**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](mailto:HR.Recruitment@SEGRO.com) by EOD Friday 5 August 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.