



PGNiG Supply & Trading GmbH
Head Office

Company: PGNiG Supply & Trading GmbH, UK Branch (a PGNiG Group company)
Location: London, UK
Position: Middle Office Specialist (Back Office Trading)

Company Background

PGNiG Supply & Trading GmbH (PST) is 100% owned by the Polish state-owned oil and gas company Polskie Górnictwo Naftowe i Gazownictwo SA (PGNiG), which has a long-standing history in the energy industry. PGNiG has an increasing supply of LNG, both DES into the Polish LNG terminal in Świnoujście and FOB as US produced LNG.

PST is developing an international LNG trading function in order to manage and optimise PGNiG's expanding portfolio of LNG assets, including long-term FOB contracts as well as LNG delivered ex-ship, and in order to strengthen and support its commercial operations is looking for a **Specialist Back Office Trading** to join its team

Key Roles and Responsibilities:

- Processing and issuing invoices on behalf of PST UK invoices for LNG physical cargoes, shipping and operations both to counterparties and internal units
- Liaise with existing Back Office department in Munich and accounting company regarding invoicing and bookkeeping
- Manage payments on behalf of PST UK Branch
- Coordinate approval process of incoming invoices
- Settlement and checking with trading partners and exchanges
- Create internal reports
- Master Data Maintenance
- Support in the implementation and development of reporting obligations (EMIR, REMIT)
- Assisting with the KYC process

What you bring:

- 3 + years of progressive experience in accounting or back-office roles
- Bachelor's degree in business, accounting, finance or similar
- Good knowledge of MS Office especially Excel
- Knowledge of accounting systems (XERO, DATEV) and Oracle HFM would be of additional advantage
- You are a team player and have a high degree of initiative.
- Ability for independent, self-responsible action
- Reliable way of working with strong attention to details
- High degree of teamwork and communication skills

We offer you an attractive international working environment in the heart of London in an industry with good prospects for development. PST UK has signed multi-decades LNG contracts and is developing its LNG operations rapidly. If you want to join our team, we look forward to receiving your complete application stating your salary expectations and earliest possible starting date.



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As we endeavour to fill this position soon, candidates who do not require a British visa may better match our needs. The successful candidate must be able to legally work in the UK as of the start of their employment.

We are looking forward to receiving your application. Please send your CV and cover letter to jobs@pst-energie.com by 15th October 2022.