



PGNiG Supply & Trading GmbH (PST) is the international trading arm of the Orlen Group with offices in Munich, London and Warsaw. PST is 100% owned by the Polish state-controlled company Orlen S.A., an integrated, multi-utility undertaking with a long-standing history in the energy industry and further plans for expansion.

As PST we are active in the European energy trading industry and globally on the LNG market. PST is headquartered in Munich, Germany, with subsidiaries in London dedicated to LNG trading and shipping. PST UK has recently concluded long-term charters of a total of eight new-build LNG carriers and has an increasing supply of LNG, mainly into the Polish LNG terminal in Świnoujście and the Lithuanian LNG terminal in Klaipeda. PST's fleet also involves short- and mid-term charters.

PST UK is at a key stage in its plans for growth and will look to further develop and to diversify its short-term and mid-term LNG trading activities across destinations and into new global LNG markets.

To support **PST LNG Trading Limited**, we are looking for an **Junior Accountant** (Treasury).

Currently the London team is small so candidates must have the ability to thrive in an environment where a hands-on approach, flexibility and accountability are key. This exciting opportunity is tailored for individuals with 1-3 years of experience, preferably within the commodity trading industry. As a Junior Treasury Accountant, you will assume a crucial role in bolstering our operations and contributing to our financial management activities.

#### Your responsibilities:

##### **Treasury Responsibilities:**

- Daily Treasury Operations: Execute key treasury processes, including bank reconciliations, cash forecasting, FX and Liquidity management. Monitor and analyse cash positions to ensure efficient cash management.
- Treasury Transaction Execution: Accurately process and execute treasury transactions. Ensure adherence to internal controls and regulatory requirements.
- Treasury Reporting and Analysis Support: Assisting in the preparation of treasury reports, analysing financial data, and providing insights on cash management activities.
- Treasury Operations Support: Assist in managing relationships with banks and financial institutions, including opening/closing accounts and coordinating documentation. Maintain accurate records, policies, and procedures. Ensure compliance with relevant regulations.
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##### **Accounting Responsibilities:**

- Financial statement preparation: Assisting in the preparation of financial statements, including the income statement, balance sheet, and cash flow statement. This involves

organizing and summarizing financial data, reconciling accounts, and ensuring compliance with accounting principles and company policies.

- Preparation of tax calculations and returns: Assisting in the preparation of tax calculations and tax returns for various UK taxes, such as corporation tax and VAT.
- Assisting in the preparation and compilation of financial data and documentation required for the year-end audit.
- Documentation of processes and controls: Assisting in documenting existing processes and controls within the organization. This involves mapping out the flow of transactions, identifying control points, and documenting the specific procedures and responsibilities related to each control.

Your profile:

- Relevant degree, ideally part-qualified accountant or equivalent (CIMA, ACA, ACCA, AMCT),
- 1-3 years of work experience in accounting, preferably with exposure to treasury operations,
- Proficiency in Microsoft Excel is required, and knowledge of Python is desirable,
- Demonstrated interest in the energy industry, with a desire to develop a career in this field,
- Strong analytical and problem-solving attitude, with outstanding attention to detail,
- Excellent communication skills, both written and verbal,
- Ability to work collaboratively in a team environment,
- Proactive attitude and ability to work independently.

We offer an attractive international working environment in the heart of London in an industry with good prospects for development. PST is an equal opportunity employer.

If you want to join our team, we look forward to receiving your complete application stating your salary expectations and earliest possible starting date.

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](mailto:jobs@pst-energie.com) by 15<sup>th</sup> August 2023.