

Cash & Liquidity Manager

Job ID
REQ-10041798

2月 28, 2025

Switzerland

摘要

"We ' re a team of dedicated and smart people united by a drive to achieve together"

**Closing Date for applications 21st March 2025 1700 GMT

Novartis is in search of an dynamic individual to handle the key responsibilities of Cash Management, Backoffice processes and Payments, and also manage our Swiss Pension Fund and other Foundations. This role plays a vital part in adhering to our Financial Controls and Risk Management Frameworks. The ideal candidate will also spearhead continuous improvements, coordinating Global processes and tools.

Apply now and join our dedicated team

About the Role

- Responsible for seamless execution and settlement of Treasury transactions, such as FX hedging transactions, dividend- and bond payment, etc., through Treasury Management Systems (“TMS”) and the Global SWIFT network. Monitors transactions, takes follow up action to resolve technical matters and delays, confirms completion to Senior Management
- Timely execution of manual payments (M&A/BD&L and financing transactions), including Open Account transfers. Coordination of the Global Intercompany Netting process, including maintenance of the Global BMG application, provides guidance and support to NOCCs and regions
- Preparation of complete and accurate consolidated short term cash forecast for risk management purposes and cash allocation decisions. Preparation of daily reports, including deviations analysis for senior management (Global Head Novartis Treasury). Responsible for cash surplus allocations in an effective and efficient manner, considering settlement and counterparty risk, as well as interest conditions
- Manages counterparty confirmation process, including trade confirmation prior to settlement. Performs daily and monthly reconciliation of open trades for financial compliance and regulatory purposes, follows up on deviations and inquiries
- Ensures complete and accurate data in Treasury Management Systems, (i.e., SWIFT bank statements, Standard Settlement Instructions, cash flows). Perform reconciliations across systems and with counterparties for Swiss affiliates and PF/Foundations. Follows up on deviations and performs necessary corrections
- Ensures operational activities are performed according to the Novartis Financial Control Framework (“NFCM”/SOX404) framework and Risk Management Frameworks. Reviews SOPs, proposes and implements improvements, perform controls, remediates gaps and deviations
- Review processes, challenge “status quo” and develop improvements to Back Office processes / workflows. Proposes and implements TMS enhancements to further automate processes, plays a key role in TMS projects (system implementations and upgrades)

Essential Requirements

- Extensive relevant experience in a Finance / Cash Management department, preferably in a similar environment (Corporate Treasury of a large multinational company or a bank)
- Comprehensive and in-depth knowledge of Backoffice processes (especially Global settlements), international payment execution and SWIFT processes.
- Comprehensive experience with Treasury Management Systems, preferably FIS applications
- High Integrity, role model in (financial) compliance and controls
- University degree (MSc, Bachelor) finance, economics or equivalent.

Desirable Requirements

Treasury Certificate (ACT, Swiss Treasurer) beneficial

Commitment to Diversity & Inclusion:

We are committed to building an outstanding, inclusive work environment and diverse teams ' representative of the patients and communities we serve.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients ' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门
Finance

Business Unit
Corporate

地点
Switzerland

站点

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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