

Head FRA Swiss Center NOCC Prague

Job ID
REQ-10046542

4月 11, 2025

Czech Republic

摘要

The Head FRA Swiss Center NOCC Prague is responsible for the accurate, compliant and timely accounting and reporting of various Swiss entities, including Novartis Pharma Schweiz and Novartis Pharma Services, providing direction for their respective teams. Responsibilities include the primary liaison to all other FRA processes, CFOs and BPAs, as well as and commercial business partners, having the oversight of all services provided from FRA for that respective scope.

This role ensures accurate and compliant reporting of financial information to stakeholders in accordance with IFRS, statutory and Novartis standards & policies.

As part of the FRA Switzerland Leadership Team, this key role further drives the delivery of strategic priorities (including LDC) and inspires, motivates and develops a high performing team.

About the Role

Key Responsibilities:

- Oversee the period end closing process for multiple Swiss entities, ensuring the timely and accurate financial reporting in line with Novartis timelines and finance core. Continuously strive to improve and strengthen the reporting process.
- Ensure the integrity, viability, and interoperability of financial reporting processes and systems for multiple Swiss entities, including tax, inventory, corporate-control, payment, and purchasing data, guaranteeing compliance with Novartis accounting policies and local statutory requirements.
- Lead a diverse team of ~20 accounting experts, responsible for multiple FRA sub-functions, including Asset Management. Responsible for the development of a high-performing local organization, including coaching and mentoring, ensuring continuous professional growth.
- Deliver on strategic projects for the company, mainly but not only Lean Digital Core initiatives, driving transformation and efficiency within the FRA function.
- Manage the successful implementation and be the point of contact for several key stakeholders across the project.
- Ensures compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements, and promotes a strong control environment, following up on audit issues and implements correcting measures as needed.
- Provide timely statutory and country reporting information to internal and external stakeholders.
- Manage tax, compliance, and audit reporting processes; provide analysis of financial information (monthly, quarterly, and annual data) and ensure the provision of necessary data to internal and external authorities.
- Manage the execution of regional/global strategies for own part of the organization. Manage the implementation of risk management processes and ensure the existence and use of adequate risk management tools.
- Manage the budgeting process for the area of responsibility.

Key Requirements:

- University level degree in Business Administration/ Economics/Finance or Chartered Accountant / MBA desirable
- Preferred Certified Public Accountant or Chartered Expert in Financial and Managerial Accounting and Reporting
- 10+ years of financial / accounting experience, with in-depth functional expertise
- Compliant Financial and Technical Accounting
- Previous experience in auditing or consultancy is a plus

- Demonstrated ability to work effectively in a multi-national organization
- Experience in managing projects and driving performance improvements
- High SAP and IFRS expertise / Swiss Statutory reporting knowledge is a plus
- Profound people skills, communication and presentation and coordination, ability to talk to various people within the organization, bring people together (team)

You ' ll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance or Car; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services:

<https://www.novartis.cz/>

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>

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<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
CTS

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

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



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