

# Global ESG Reporting Operations Manager

Job ID  
REQ-10008972  
Jul 31, 2024  
Czech Republic

## Summary

Global ESG Reporting Operations Manager is responsible for the ESG Reporting related data and reporting operations (correct data flow between source systems and ESG reporting platform, data integrity and accuracy) for accurate and timely reporting of non-financial ESG indicators for internal and external purposes. To be responsible to ensure the ESG reporting platform is correctly maintained to ensure accurate calculations, inputs from the users and reports for monthly reporting. Also, to assist the organization to enhance reporting capabilities and supports customers with the necessary support.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Manage the day-to-day operations of ESG Reporting Systems, its interfaces and data flows including system reconciliations, data calculation and dashboard updates in order to meet all business timelines and information / analytics needed
- Responsible for uploading and reconciling manual data files into the ESG Reporting platform
- Partner with Global / Local ESG Reporting Teams and internal customers to effectively analyze ESG performance, perform global/local closing process and recommend areas for improvement and support in providing timely reports to monitor ESG results and compliance
- Ensure innovative ways to answer key business questions by leveraging existing data sets or creating new ones as well as support deep dive analysis by providing underlying data
- Provide input for system improvements and necessary platform adjustments due to new ESG indicators, changed organizational structure, new requirements etc. with IT and Global ESG Reporting Systems Lead
- Support various ESG related improvement projects which vary depending on priority needs, and ESG initiatives
- Support ESG Reporting team with data for deep dive analysis and explore use cases for AI, smart analytics, and machine learning for ESG data
- Ensure high level of solution usability while meeting business requirements

### Essential Requirements:

- Bachelor or Master's degree in Business and Economics or equivalent
- Relevant years of experience in finance, accounting or management reporting and hands-on experience in developing/supporting reporting solutions
- Strong analytical skills, detail orientation and ability to deep dive into processes and systems
- Experience with Qlicksense, Formula1 or other data warehouses required with a deep understanding of data warehouse concepts
- Experience in advance excel and MS-Office applications is a must
- Experience in ESG reporting and ESG regulations an advantage
- Experience in Audit assurance, compliance and internal control frameworks & reporting

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Division

Finance

Business Unit

Corporate

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

India

Alternative Location 2

United Kingdom

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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