

# Manager poslovnega planiranja in analiz TRD (m/f/d) /BPA Manager TRD (m/f/d)

Job ID  
REQ-10012095  
Oct 02, 2024  
Slovenia

## Summary

Lokacija: Mengeš, #LI-Hybrid.

Pozdravljamo navdušenca s področja financ, ki želi pridobiti dodatne strokovne izkušnje v naši vrhunski ekipi. Kot Manager poslovnega planiranja in analiz TRD boste odgovorni za globalno upravljanje procesov E2E za TRD (Technical Research and Development) Finance. Nudili boste podporo (pod)linijskim funkcijam TRD in zagotavljali njihove finančne cilje, vključujoč načrtovanje in napovedovanje. Med drugim boste zagotavljali lokalne BPA (Business Planning and Analysis) dejavnosti, zakonskih nalog in nalog skladnosti.

Če si želite profesionalne in osebne rasti ter uživati v odlični podpori, izkoristite to priložnost za prijavo in se nam pridružite!

Location: Mengeš, #LI-Hybrid

We are welcoming a financial enthusiast, with a desire to gain further professional experience in our amazing team in Slovenia. In this role you will be responsible for managing end-to-end processes globally for TRD (Technical Research and Development) Finance. You will support the TRD (sub-) Line Functions in delivering their financial agenda, including planning and forecasting.

If you want to learn and grow professionally, as well as personally, while having great support, seize this opportunity to apply and join us!

## About the Role

### Vaše ključne odgovornosti:

- Delovanje kot globalni manager procesov za različne celovite procese TRD Finance.
- Prispevanje k izboljšanju dizajna in vzdrževanje enostavnih, usklajenih in avtomatiziranih procesov; spodbujanje spoštovanja procesov v vseh TRD funkcijah in lokacijah v tesnem sodelovanju z oddelkom Finance.
- Delovanje kot kontaktna točka in podpora glavnemu finančnemu oddelku TRD (pod)LF, zagotavljanje podpore pri zaključku meseca, finančnem načrtovanju in dejavnostih poslovnega partnerstva, kot je priprava naložbenih primerov, scenarijev dodeljevanja virov in analize uspešnosti.
- Upravljanje lokalne dejavnosti PPA, vključno z zakonskimi nalogami in nalogami skladnosti, kot je revizijska podpora. Kot del ekipe TRD PPA podpiranje uvajanja enostavnih, usklajenih in avtomatiziranih

procesov na lokalnem področju odgovornosti.

- Spodbujanje skladnega poslovanja za doseganje finančnih ciljev v tesnem sodelovanju z notranjimi deležniki, zagotavljanje visoke ravni integritete in skladnosti ob upoštevanju zakonov, politik in Novartisovih nadzornih okvirov.
- Odgovornost za osebni in strokovni razvoj.
- Izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varovanja okolja in premoženja.
- Ostale naloge določene z letnim pogovorom o ciljih in s kazalniki uspešnosti.

### **Vaš doprinos k delovnem mestu:**

- Univerzitetna izobrazba s področja financ, računovodstva, ekonomije ali poslovne administracije.
- Tekoče znanje angleščine (pisno in ustno).
- Dobro poznavanje programa Microsoft Office.
- Nekaj letne izkušnje na področju finančnega kontrolinga, poslovnega načrtovanja in analiz, finančnega poročanja ali računovodstva.
- Izkušnje v farmacevtski industriji predstavljajo prednost.

### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

### **Pridružite se naši mreži Novartis:**

V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti: <https://talentnetwork.novartis.com/network>

### **Major accountabilities:**

- Act as global process manager for various end-to-end processes of TRD Finance.
- As global process manager contributes to the improvement of the design and maintains simple, harmonized and automated processes; drives process adherence across all TRD Line Functions and sites, in close collaboration with the Finance network.
- As single point of contact and back-up to Head Finance of TRD (sub-) Line Function provide support in month-end closing, financial planning, and business partnering activities such as preparing investment cases, resource allocation scenarios, and performance analyses.
- Manage local BPA activities incl. statutory and compliance tasks such as audit support, TRD client interface support.

- As part of the TRD BPA team support the adoption of simple, harmonized and automated processes in local area of responsibility.
- Drive compliant business performance to deliver financial targets in close collaboration with internal stakeholders, ensuring high levels of integrity and compliance respecting laws, policies, and Novartis control frameworks.
- Responsibility for personal and professional development.
- Providing conditions for and control of the implementation of HSE tasks and requirements in the unit.
- Other tasks determined during the annual objectives setting process and by KPIs.

#### **Minimum Requirements:**

- University Degree in Finance, Accounting, Economics or Business Administration.
- Fluent in English (both written and oral).
- Good knowledge of Microsoft Office.
- Several years of experience in a similar position, ideally in Pharma industry.

#### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

#### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

#### **Commitment to Diversity and Inclusion:**

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

#### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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>

Division

Finance

Business Unit

Innovative Medicines

Location

Slovenia

Site

Mengeš

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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