

Manager, Data & Digital Compliance

Job ID
REQ-10013144
Jul 19, 2024
USA

Summary

As a Data and Digital Manager in Novartis's Managed Markets Finance (MMF) Compliance group, you will support the dynamic, fast-paced MMF team by embedding financial and IT controls and compliance across MMF operations, responsible for the day-to-day management, monitoring, and reporting on the risk and compliance of systems and processes that support digital and data while collaborating with team members to be well-informed and compliant decision makers. This includes: • Ensuring accurate and timely internal controls assessments and reporting; adherence to Novartis Financial Controls Manual (NFCM) and IT Application Controls (ITAC); • Assisting in MMF's annual risk and controls assessments and communication specially focused on automations, data flows and data interfaces; • Contributing to MMF team interactions on IT SOX controls, audits and reviews with auditors (internal/external); • Assisting MMF teams with internal and external IT stakeholders towards ensuring a compliant MMF Data & Digital controls environment, with particular emphasis on financial reporting data flows; • Being a team player who is enthusiastic, open to challenges and learning!

About the Role

Your Key Responsibilities:

Support MMF Annual Audits (Internal & External):

- Understand MMF's financial and IT controls environment; ability to understand impact of new systems and applications
- Contribute to streamlining MMF's data flows, automations, interfaces with an ability to assess financial reporting risk
- Manage requests received from Auditors (Financial Controls and Compliance, KPMG, Internal Auditors, others)
- Develop knowledge of Model N and other MMF applications at a high-level to assess controls and business risk and monitor system updates
- Help to design/improve and maintain analytics of compliance activities

Controls Monitoring:

- Review evidence provided by MMF team aligns with the control requirements and NFCM
- Ensure SOX compliance by monitoring process and financial control activities for MMF functions
- Review authorization limits, approvers & perform Segregation of Duties (SOD) analysis for all MMF systems (Model N, Breakaway and others)
- Assess Impact of acquisitions, divestitures, and other material events on internal controls environment
- Prepare the review of external providers assessment (SOC 1)

Business Partnering:

- Partner with IT and FRA to understand risks of system updates, project implementations
- Support the legislative, regulatory, and industry changes implementation in compliant manner
- Partner with internal & external stakeholders to ensure compliance with NFCM and IT policies

Essential Requirements:

- MBA (Finance) / Computer Science/ Data Analytics/ any other equivalent degree; CISA/CISM preferred
- Ability to work collaboratively cross-functionally, particularly with Associate Director and Director levels, across the organization; communicating with internal stakeholders on monitoring and remediation
- Strong compliance orientation to ensure adherence to process requirements along with excellent attention to detail
- Quick learner with good self and task management skills
- Ability to prioritize and execute multiple assignments simultaneously to meet deadlines
- Ability to engage and consult with a continuum of stakeholders of varying levels to obtain information

Desirable Requirements:

- Strong written and oral communication skills with ability to question and gather information and insights
- MS Office Suite (Outlook, Excel, Word, PowerPoint, Visio), Microsoft SharePoint, Teams & Planner)
- Project management, data flows, data visualization experience preferred

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>

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>

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

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$118,400.00 - \$177,600.00 /year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Finance

Business Unit

Innovative Medicines

Location

USA

Site

East Hanover (New Jersey)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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