

# Accounting Supervisor

Job ID  
REQ-10029795  
Nov 13, 2024  
China

## Summary

Work in Revenue Deduction team, responsible for handling daily revenue deduction (RD, i.e. distributor rebate) works, including RD calculation, validation of supporting documents, system logic & master data maintenance and other related activities.

## About the Role

### Major accountabilities:

- RD calculation and communicate within team and cross functionally for issues noted.
- Maintain/update calculation check list and calculation rule regularly.
- Maintain/update the various mapping sheets, timely follow up the issue noted.
- Validate supporting documents for RD calculation, timely follow up the issues noted.
- Support manager to drive and improve RD process.
- Support the preparation for control related documents.
- Provide data and report per requirements from internal and external customer with accuracy and timeliness.
- Support RD project and other digital projects as needed.
- Other ad hoc work assigned by line manager.

### Key performance indicators:

- Revenue deduction calculation, documentation and data maintenance are done timely and accurately.
- RD related issue is followed up and cleared efficiently.
- Communicate effectively cross functionally.
- Identify potential risk on RD and escalate properly.
- Novartis Values & Behaviours.

### Minimum Requirements:

#### Education:

- Bachelor degree with major in business management or finance related.

#### Work Experience:

- Over 5 years' experience in similar position, with in-depth massive data processing or database experience.

#### Skills:

- Team player and customer focus, able to excel at building trusting relationships with customers and colleagues.
- Good sense of data analysis and can notice the abnormal numbers and trend.
- Excellent in Excel.
- Good change management ability, able to find opportunity in constant change and uncertainty.
- Continuous Learning.
- Good sense of responsibility, very patient and detail oriented.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

#### **Languages :**

- English – fluent in oral and written, able to use English as working language.
- Chinese - mother tongue

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