

# FRA Head Baltics

Job ID  
REQ-10036031  
Jan 09, 2025  
Latvia

## Summary

Responsible for all respective FRA activities while working collaboratively between function leaders as primary point of contact for all FRA matters to apply IFRS principles in preparation and analysis of financial statements, ensure effectiveness of controls and high quality of reporting, execute month end closing processes, advise on technical accounting matters and liaise with internal and external auditors. Manage statutory accounting and all other country specific activities and act as the point of contact for all tax compliance matters and issues. Responsible for various financial services, projects

## About the Role

### Major accountabilities:

- Manage the execution of regional / global strategies for own part of the organization & manage and ensure the development of a team of experienced FRA professionals.
- Manage the budget for the area of responsibility.
- Manage the country internal financial controls; ensures appropriate compliance and usage by performing regular compliance tests and audits.
- Provide timely statutory and country reporting information to internal and external stakeholders, including regional finance officers.
- Ensure the integrity, viability and interoperability of country financial reporting processes and systems, including tax, inventory, corporate-control, payment and purchasing data.
- Manage the implementation of risk management processes and ensure existence and use of adequate risk management tools.
- Manage tax, compliance and audit reporting processes and ensure provision of necessary data to internal and external authorities.
- Manage the correct and timely implementation of financial control processes and policies and ensure adherence thereof.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)
- Working collaboratively between function leaders, support all functions with Finance experience, authority and knowledge

### Key performance indicators:

- Timely preparation of monthly and quarterly financial documentation & reporting.
- Performing update/review for accounting content of operating units accounting -
- Performing ad hoc activities in a timely manner, as requested.

## Minimum Requirements:

### Work Experience:

- Functional Breadth.
- Operations Management and Execution.
- People Leadership.

### Skills:

- Compliance And Controls.
- Critical Thinking.
- Data Cleansing / Normalization.
- E2E Process View.
- Embracing Change.
- Financial Accounting.
- Financial And Management Reporting.
- Interpersonal Savvy.
- Resilience.
- Tax.

### Languages :

- English.

**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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Division

Finance

Business Unit

Innovative Medicines

Location

Latvia

Site

Latvia

Company / Legal Entity

LV01 (FCRS = LV001) SIA Baltics, Latvia

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular  
Shift Work  
No  
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