

# Senior Cash Management Specialist - CH market

Job ID  
REQ-10038953  
Jan 31, 2025  
Czech Republic

## Summary

The Senior Cash Management Specialist is in charge of the optimization of cash position to ensure maintenance of adequate liquidity while also managing payments, receipts and financial risk effectively for Novartis Group entities. The Senior Specialist acts as a role model for the Cash Management Team providing guidance, knowledge-sharing, empowerment to junior team members and continuously demonstrating strong leadership skills. The role ensures that Cash Management processes (bank accounting, reconciliation, closing, entries, validation, quality, reporting and analysis) are in place and managed in accordance with defined standards and operating procedures. This includes driving operational improvements, ownership of projects, resolution of complex issues/cases, addressing and solving operational constraints on a timely manner, leading discussions with key stakeholders and bridging operations to the TCM leadership team. The Senior Specialist should demonstrate operational excellence on the key responsibilities that a Cash Management Specialist performs, ensuring cash forecasts are timely executed, with utmost quality delivery and fully compliant. In addition, the Senior Cash Management Specialist constantly provides regular and timely reporting, analysis and KPIs understanding to support NBS to enable improved performance, compliance and cost reduction

This role is also managing performance analysis, banking set-up, controlling of bank operations and all TCM relevant master data, enabling effective and efficient TCM processes. He/She is ensuring coordination of activities with In-House-Bank (IHB) and Group Treasury.

The Senior Cash Management Specialist leads without formal authority the Novartis NOCC Cash Management processes, supporting, enabling and stewarding the execution of quality services by the team.

## About the Role

Job Description

### Key Responsibilities:

- Has the operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions
- Provides functional guidance from TCM Cash Management perspective for business transactions. Interacts proactively within NOCC and Divisions to ensure accurate cash forecasting and liquidity position
- Leads collaboration with key stakeholders, including senior level cross-Novartis entities business colleagues and Novartis local entity/group financial reporting and accounting

- Serves as a Subject Matter Expert (SME) for related policies and processes, supports productivity objectives and continuous improvement, process changes and leading practices to have an efficient and effective process
- Drives and monitors improvements to sustain a highly effective and efficient TCM Cash Management process, and realizes cost reduction opportunities including areas to harmonize and standardize processes
- Drives initiatives to improve accuracy of the short-term cash forecast.
- Timely performance of Novartis internal controls relevant to Cash Management and Bank Reconciliation
- Establish an effective forecasting data collection process and control mechanisms.
- Manage, review and control the daily forecasting process in coordination with the relevant stakeholders in NOCC and in countries.
- Actively seeking innovation, embracing and deploying new technologies and unceasingly aiming for automation and simplicity

**Key Requirements:**

- University level degree in Business Administration/ Economics/Finance or IT related fields
- Fluent in English both written and spoken, excellent communication skills

Other languages are a plus

- 4+ years of relevant experience, with good functional exposure to Treasury and Cash Management processes. Accounting and reporting experience is a plus
- In-depth knowledge of Treasury processes and system solutions.
- SAP knowledge: experience with SAP FI, S4Hana and Business Warehouse.
- Conceptual thinking and ability to align specific functional requirements with the overall Treasury & Cash Management strategy
- Demonstrated ability to work effectively in a multi-national organization
- Previous experience within financial shared service centers desirable

Previous experience working in projects to drive performance improvements (e.g. ERP implementation) is a plus

Detail oriented, professional attitude, reliable and team player

**You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out

more about Novartis Business Services: <https://www.novartis.cz/>

### **Accessibility and accommodation:**

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

**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

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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