

# Analitik v računovodstvu (m/ž/d) / Financial Reporting and Accounting Analyst (m/f/d)

Job ID  
REQ-10009351  
Aug. 21, 2024  
Slovenien

## Zusammenfassung

Lokacija: Ljubljana, #LI-Hybrid Vabimo izkušenega, motiviranega in profesionalnega finančnega navdušenca, da se nam pridruži v vlogi analitika v računovodstvu nabave! V tej vlogi boste odgovorni za organizacijo in izvedbo dejavnosti na dodeljenem računovodskem področju! Zagotavljali boste ustrezne evidence, kakovostne in pravočasne informacije za potrebe vodenja procesov in odločanja, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Vaše odgovornosti se bodo osredotočale tudi na razvoj procesov interno in z lokalnimi zahtevami ter poenotenje/razvoj IT rešitev, vključno z vodenjem implementacije nove programske opreme. Če iščete osebno in poklicno rast ter priložnost, da se predstavite kot trden, izkušen, prilagodljiv in odporen finančni strokovnjak, potem ste morda prav vi oseba, ki jo iščemo! Pridružite se naši neverjetni ekipi v Novartis Slovenija in postanite del podjetja, ki preoblikuje medicino! Location: Ljubljana #LI-Hybrid We are welcoming a highly experienced, motivated and professional financial enthusiast, to join us in the role of an FRA Analyst in Procure To Pay! In this role you will be responsible for the organization and execution of activities for assigned accounting area! You will provide relevant records, quality and timely information to fulfill the needs of process management and decision-making, in accordance with the law, internal regulations, Good Practices, and business objectives. Your responsibilities will focus also on development of the processes internally and with local requirements and unification / development in IT solutions including new software implementation leading. If you are looking for personal and professional growth and an opportunity to present yourself as a proven, expert, flexible and resilient financial professional, then you just might be the person we're looking for! Join our outstanding team in Novartis Slovenia and become part of a company that is reimagining medicine!

## About the Role

### Job Description

#### Vaše ključne odgovornosti:

- Odgovornost za knjiženje računov dobaviteljev za Novartisove izvozne trge,
- Odgovornost za organizacijo, koordinacijo in skladnost na dodeljenem regijskem področju Novartisovih izvoznih trgov,
- Dnevna komunikacija z Novartisovimi izvoznimi trgi po svetu (v angleščini),
- Odgovornost za pravilno vodenje in poročanje,
- Odgovornost za usklajevanje stanj na kontih,
- Odgovornost za kontrolo in obdelavo knjigovodskih listin,
- Skrb za izdelavo analiz in poročil s pojasnili.
- Skrb za izvajanje lokalne zakonodaje in zakonodaje znotraj Novartisa,

- Poenotenje procesov med trgi,
- Sodelovanje pri pripravi računovodskih izkazov in sodelovanje pri uvajanju novih informacijskih sistemov in projektov.
- Sodelovanje pri oblikovanju učinkovitejših metod dela.
- Druge naloge, določene med letnimi cilji in s KPI-ji.
- Druge naloge, dodeljene s strani vodje.

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

- Aktivno znanje angleškega jezika.
- Večletne delovne izkušnje s področja računovodstva, knjigovodstva.
- Univerzitetna izobrazba ekonomije in financ ali druga enakovredna diploma.
- Poznavanje SAP-a ali druge ustrezne ERP programske opreme.
- Poznavanje računovodskih standardov (MSRP).
- Napredno poznavanje Microsoft orodij.
- Natančnost, samoiniciativnost, proaktivnost, odzivnost ter izrazite komunikacijske in vodstvene sposobnosti.
- Prilagodljivost za delo v hitrem, hitro spreminjajočem se delovnem okolju in sposobnost delovanja v globalnem matričnem okolju.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen čas s poskusno dobo 6 mesecev.

Prijave z življenjepisom v angleškem in slovenskem jeziku lahko oddate preko spletne povezave.

#### **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, zaposlitev v podjetju s certifikatom TOP Employer, 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:**

- Responsibility for booking of supplier invoices for Novartis Export Markets,
- Responsibility for organization, coordination and ensuring compliancy on assigned region area for Novartis Export Markets,
- Daily communication with Novartis Export Markets all around the globe (in English),
- Responsibility for proper record keeping and reporting,

- Responsibility for account reconciliations,
- Responsibility for control and processing of accounting documents,
- Preparation of analyses and financial reports with clarifications,
- Assistance at execution of local legislation and Novartis Group,
- Unification of processes between markets,
- Engagement in projects and implementation of new IT systems,
- Engagement in implementing efficient work methods,
- Other tasks determined during the annual objectives process and by KPIs,
- Other tasks as assigned by operational manager.

### **Essential Requirements:**

- Active and fluent in English,
- Several years of experience in accounting position,
- University degree in economics & finance or other equivalent degree,
- Knowledge or SAP or other relevant ERP software,
- Knowledge of Microsoft Office,
- Accuracy, self-initiative, proactiveness, responsiveness and strong communication skills,
- Flexibility to work in a fast paced, quickly changing work environment and ability to operate in a global matrix environment.

We offer permanent employment with 6 months of probation period.

### **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 (Energized for Life), employment at Top SI Employer, 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>

Abteilung

Finance

Business Unit

CTS

Ort

Slowenien

Website

Ljubljana

Company / Legal Entity

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

Functional Area

Audit und Finanzen

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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4. <https://talentnetwork.novartis.com/network>
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6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Ljubljana/Analitik-v-raunovodstvu--m--d---Financial-Reporting-and-Accounting-Analyst--m-f-d-\\_REQ-10009351](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Analitik-v-raunovodstvu--m--d---Financial-Reporting-and-Accounting-Analyst--m-f-d-_REQ-10009351)
7. [mailto:diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com)
8. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Ljubljana/Analitik-v-raunovodstvu--m--d---Financial-Reporting-and-Accounting-Analyst--m-f-d-\\_REQ-10009351](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Ljubljana/Analitik-v-raunovodstvu--m--d---Financial-Reporting-and-Accounting-Analyst--m-f-d-_REQ-10009351)