

# Accounting Manager Novartis Holdings

Job ID  
REQ-10013737  
Aoû 21, 2024  
Suisse

## Résumé

We're a team of dedicated and smart people united by a drive to achieve together. You will be responsible for Financial Reporting & Accounting of Novartis Kapital AG and Novartis Holding AG, the legal entities hosting the Global Cash Pooling, Payment Factory and Intercompany Financing of Novartis, including daily accounting activities, monthly financial reporting (FCRS), Statutory accounting (Swiss GAAP), Swiss National Bank (SNB) Reporting, as well as the performance of various financial controls and participation in continuous improvements initiatives, such as further automation and an upcoming SAP implementation. The Accounting Manager works closely together with the Global Treasury Team in Basel and the Treasury & Cash Management (TCM) Team in the Novartis Corporate Center (NOCC) Prague as well as the CH FRA Team and is deputizing the Head FRA Holding & Foundations in certain activities and projects

## About the Role

Key Responsibilities:

- Ensure complete and accurate accounting for Novartis Kapital AG and Novartis Holding AG; prepare, document and perform journal entries, perform periodic reconciliations, perform interest calculation for open accounts and cash pooling related intercompany accounts, prepare and verify tax returns and tax assessments, prepare tax accruals, including withholding tax, assures correct valuation and completeness of assets and liabilities
- Ensure high quality and timely monthly (FCRS) reporting, including intercompany reconciliation, prepare timely Statutory reporting
- Ensure complete and accurate reporting to external stakeholders, such as the Swiss National Bank, and regulatory bodies
- Deputy Head FRA Holding & Foundations for assigned activities and/or projects.
- Ensure compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements; ensure all processes and procedures are defined and documented in Standard Operating Procedures (SOPs), ensure adherence of processes to this standard, perform controls, follow up on deviations, put remediations plans in place if deemed necessary
- Support External and Internal Audit
- Identify improvement opportunities, define and execute initiatives to address those, including further harmonization, standardization and simplification of processes, and the automation of recurrent activities.
- Contribute to Global initiatives, such as the Global SAP S/HANA implementation Lean Digital Core ("LDC")

What you'll bring to the role:

ESSENTIAL CRITERIA:

- Swiss Chartered Expert in Financial and Managerial Accounting and Reporting / Chartered Accountant or Bachelor's or Master's degree in Finance or Accounting.
- Several years of financial / accounting experience, with in-depth functional expertise.
- Demonstrated ability to work effectively in a multi-national organization with Solid communication, presentation and coordination skills, ability to effectively communicate with various people within the organization.
- Experience in managing projects driving performance improvements
- IFRS / Swiss Statutory reporting knowledge with strong SAP skills
- English (written and spoken)

#### Desirable Criteria

- German is beneficial (written and spoken) with other languages are a plus
- Experience in auditing or consultancy

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>

#### 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 order to receive more detailed information about the 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.

#### 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>

**Commitment to Diversity & Inclusion:** 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

**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>

Division

Finance

Business Unit

CTS

Emplacement

Suisse

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Audit et 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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