

# Accounting Specialist - R&D PO Management

Job ID

REQ-10018273

Aoû 13, 2024

République tchèque

## Résumé

This position is in the area of R&D (research and development) Purchase Order (PO) management and involves a close collaboration with clinical sourcing and the business (both CH and US). The main focus is timely PO creation / PO change processing ensuring accurate expense recognition and providing KPIs to increase transparency on turn-around times.

## About the Role

### Your key responsibilities:

Your responsibilities include, but are not limited to:

- Timely and proactive processing of PO openings / amendments and problem resolution / follow up with Novartis stakeholders
- Updating / coordination of PO Sharepoint and reporting of KPIs on PO processing
- Oversight of PO processes and financial implications
- Driving automation of PO related processes
- Ensures compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements.

### What you'll bring to the role:

- Some years of Financial Experience, preferably in a Shared Service Center environment
- SAP knowledge required
- Ability in operating with all Novartis internal and external stakeholders
- Knowledge in MS Office (Excel, PowerPoint, Word, etc.)
- Show the appropriate sense of urgency around given tasks
- Self-driven, resilient and motivated individual, with strong communication skills and customer orientation

### Desirable requirements:

- Good people skills, leadership exposure

- Strong communication, time-managing and organizing skills

**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 in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**Why consider Novartis?**

766 million lives were touched by Novartis medicines in 2021, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

**Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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 <di.cz@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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<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

République tchèque

Site

Prague

Company / Legal Entity

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

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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