

Accounting Supervisor

Job ID
REQ-10029459
nov 13, 2024
Chine

Résumé

Work in Revenue Deduction team, responsible for handling daily revenue deduction (RD, i.e. distributor rebate) works, including RD calculation, validation of supporting documents, system logic & master data maintenance and other related activities.

About the Role

Major Accountabilities

- RD calculation and communicate within team and cross functionally for issues noted.
- Maintain/update calculation check list and calculation rule regularly.
- Maintain/update the various mapping sheets, timely follow up the issues noted.
- Validate supporting documents for RD calculation, timely follow up the issues noted.
- Support manager to drive and improve RD process.
- Support the preparation for control related documents.
- Provide data and report per requirements from internal and external customers with accuracy and timeliness.
- Support RD project and other digital projects as needed.
- Other ad hoc work assigned by line manager.

Key Performance Indicators

- Revenue deduction calculation, documentation and data maintenance are done timely and accurately.
- RD related issues are followed up and cleared efficiently.
- Communicate effectively cross functionally.
- Identify potential risk on RD and escalate properly.
- Novartis Values & Behaviours.

Work Experience

- Over 5 years' experience in similar position, with in-depth massive data processing or database experience.

Skills

- **Team player and customer focus, able to excel at building trusting relationships with customers**

and colleagues.

- **Good sense of data analysis and can notice the abnormal numbers and trend.**
- **Excellent in Excel.**
- Good change management ability, able to find opportunity in constant change and uncertainty.
- Continuous Learning.
- Good sense of responsibility, very patient and detail oriented.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.

Language

- English – fluent in oral and written, able to use English as working language.
- Chinese - mother tongue

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