

# Treasury Back Office Coordinator

Job ID  
REQ-10036747  
jan 30, 2025  
Suisse

## Résumé

Location Basel #LI-Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you

About the Role:

"We're a team of dedicated and smart people united by a drive to achieve together"

Are you ready to take your career to the next level? We are seeking a highly motivated and detail-oriented individual to join our dynamic team at Novartis. As a member of our Cash Management Team, you will play a crucial role in ensuring smooth operations, compliance, and control in financial matters. If you have a keen eye for detail, and thrive in a fast-paced environment, we want to hear from you. Join us and be a part of our mission to make a meaningful impact on healthcare worldwide

## About the Role

### Key Responsibilities:

- Support in Static Data maintenance to ensure complete and accurate processing of treasury transactions
- Administration of Megabank (Intercompany Netting); set up new companies, grant access to new users, change bank details, etc., preparation and distribution of the clearing calendar
- Maintenance of bank signatory power (50+ companies, 100 signatories), correspondence with banks and administration in a Document Management System.
- Preparation, storage and maintenance of various documents, such as agreements and correspondence with banks, in a Document Management System,
- Coordination of Know Your Customer ("KYC") documentation, including maintenance of the data in a SWIFT KYC application
- Preparation of the daily review process; obtain supporting documentation, upload daily audit reports in an application ("TRA") and follow up on inquiries
- Coordinate and support bank confirmation letter process for Switzerland in co-operation with NOCC Prague for external audit (KPMG) purposes

## Administrative matters

- Sourcing and e-Shop: raise Purchase Orders (Bloomberg, SWIFT, etc.), timely goods / services receipt to ensure timely payment of vendor invoices, follow up on supplier inquiries

### **Essential Requirements:**

- Proven relevant experience in a Finance / Treasury department (Back Office / Cash Management), preferably in a similar environment (Corporate Treasury of a multinational company or a bank)
- Proven organisational skills and ability to work in a dynamic organization

### **Desirable Requirements:**

College degree with an emphasis on Finance, Economics or equivalent.

### **Commitment to Diversity & Inclusion:**

We are committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

### **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>

**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

Corporate

Emplacement

Suisse

Site

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Functional Area

Audit et Finance

Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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