

FRA Officer

Job ID

REQ-10036798

jan 22, 2025

République socialiste du Viêt Nam

Résumé

Location: Ho Chi Minh #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:

The FRA Officer is responsible for P2P activities under Vietnam providing an effective and efficient quality of services in a control environment. The role is responsible for receiving, checking, archiving payment request activities and single point of contact between Requestors and P2P/ TCM NGSC KL.

The role will proactively involve in VIM process/ hard-copied payment document management, detailed tax (VAT and PIT) verification, detailed statutory reporting reconciliation, and other tasks when required by Line Manager.

The role ensures having systems, documentation, compliance and reporting in place and participates in continuous improvement initiatives when necessary to provide highly effective and efficient end-to-end VIM processes. He/she drives productivity improvements, achieves operational excellence against targets and defined benchmarks and drive a collaboration mindset in the organization.

The role will report directly to Head FRA.

About the Role

- Receive/ review hard-copied payment request documents to ensure that they are in compliance with Novartis' payment process and local tax regulations (invoices); scan and upload payment documents to OCR Validation tool system, archiving documents properly; Verify expense each T&E claim from the system to ensure that they actually incurred, within approved amount and compliance with local tax regulations before confirming with NGSC T&E and TCM Team to pay out;
- Act as finance business partner in advising departments for any concerns with VIM (Vendor Information Management) submission requirements;
- Maintain the Company's detailed tax database verification (VAT, PIT) to ensure the accuracy for monthly and annual tax reports;
- Compiling accounting treatments to be in place in APPs/ APMs upon internal accounting policies.
- Support validation of significant contract control in terms of completeness.
- In-charge VIM related tasks owned by FRA Vietnam Team when required (ie. raise Shopping carts, create Vendor code, ect.);
- Detailed tasks on statutory accounting verification when assigned by Line Manager;

- Support on internal and external audit engagements; Support Compliance Team for frequent checking payments when required;

Requirements:

- University level degree in Accounting/ Finance/ Economics/ Business Administration or Chartered Accountant.
- Fluent English (written and spoken).
- At least 2 years practical experience at the same position in MNC companies, in MNC pharmaceutical companies is a plus.
- Experience in working with Shared Services Center and managing relationship between End-users and Shared Services Center is preferable.
- Experience in auditing firm is a plus.
- Fundamental computer skills in Microsoft Word, Excel, PowerPoint.

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Division

Finance

Business Unit

CTS

Emplacement

République socialiste du Viêt Nam

Site

Vietnam

Company / Legal Entity

VN04 (FCRS = VN004) NVS Vietnam Company Ltd

Functional Area

Audit et Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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