

# Supplier Management Analyst with French

Job ID

REQ-10038480

fév 05, 2025

République tchèque

## Résumé

-To provide expert advice to superiors for Financial Reporting & Accounting and manage the reporting and accounting requirements for the general ledger; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

## About the Role

### Key Responsibilities:

- Ensure completeness and accuracy of supplier information.
- Enter data into the system, including general information, bank accounts, and sensitive local fields.
- Perform call-back tasks to verify bank details. Document outcomes of the call-back tasks
- Reviews high-risk requests and assigns tasks.
- Determines actions based on risk assessments and supports GDS with verification as needed.
- Reviews exception requests and confirms or denies bank verification updates.
- Responsible for registering a supplier efficiently.
- Review and validate every supplier request. Their tasks include checking the request for completeness, verifying external supplier attributes, entering additional data, performing duplicate checks, and ensuring compliance with local standards
- Review sensitive fields and ensure compliance with local requirements

### Key Responsibilities:

- Identify and ideate value opportunities within Novartis FRA and Operations.
- Collect business requirements and translate them into actionable IT deliverables.
- Partner with business stakeholders to develop actionable solutions leading to productivity gains and/or compliance strengthening.
- Deliver solution implementation according to agreed roadmap and sprint plans.
- Conduct accurate testing and validation of solutions before releasing to end users.

- Ensure adherence to applicable IT procedures and controls.
- Drive process mining platform adoption.
- Provide actionable insights into the business processes with a focus on improvement impact and value generation.
- Create and share customer success stories across Novartis and produce internal communication events and materials.

### **Key Requirements:**

- Relevant experience in finance, customer service
- Bachelor degree or higher in Business Administration
- Proficient in English & French is must
- SAP, Excel Knowledge
- Demonstrated ability to work effectively in a multi-national, matrix organization
- Strong Customer orientation, professional attitude, reliable
- Capable of working with a high degree of accuracy and attention to detail.
- Basic knowledge on Master Data Processes (with focus on suppliers)
- Experience with the Vendor Master System and Processes

### **You'll receive (Applicable for Prague)**

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 Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

### **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>

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connected and learn about suitable career opportunities as soon as they come up:

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

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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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