

# Travel & Expenses Specialist with German

Job ID

REQ-10039223

fév 04, 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:

- T&E reimbursement in SAP Concur
- Corporate Credit Card Interfaces. Ad Hoc - user profile update in SAP
- Credit card error handling (manual upload of pending cred. card transactions)
- Processing of credit card applications. Responding to credit card inquiries related to application process
- Credit Card account closing at request
- Processing of inquiries related to the Expense Manual regulations
- Processing of inquiries and assistance to end users related to SAP Concur tool. Monthly reconciliation of T&E vendor suspense accounts
- Follow up of overdue balances on corporate credit card accounts
- Performing compliance checks and scheduled controls NFCM. Balance sheet on monthly basis

### Key Requirements:

- Previous experience in T&E, O2C or P2P would-be a plus
- Experience with SAP, Concur
- Experience with ticketing systems
- Work experience in virtual/remote teams is a plus
- Proficiency in use of Microsoft Office; advanced Excel skills is an advance
- Professional level of German & English, both written and spoken, ideally knowledge of (Italian and Spanish)

### 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 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>

**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

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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