

Senior Employee Benefits Accounting Specialist

Job ID

REQ-10037329

Gen 23, 2025

Repubblica Ceca

Sommario

Senior Specialist manages the Employee Benefits Accounting and reporting systems, enabling the execution of quality services. This role supports having systems, documentation, compliance and reporting in place and supports continuous improvement projects to provide highly effective and efficient end-to-end processes

About the Role

Your responsibilities include, but are not limited to:

- Provide timely, proactive support on the EB Accounting
- Prepare analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Provide all data needed for internal (Financial Consolidation and Reporting System) and external reporting (including statutory accounts, national statistics and tax information) in a timely and accurate manner.
- Provides 'first line support' on SAP issues .
- Contribute to FRA projects at country or BU level, being a close partner with Payroll
- Work with direct managers to support financial activities, decision making and general projects.

What you'll bring to the role:

- Relevant years of financial experience, with in-depth functional expertise
- University level degree in Business Administration/ Economics/Finance or Chartered Accountant
- English required (written and spoken)
- Demonstrated ability to work effectively in a multi-national organization
- SAP knowledge

Desirable requirements:

- Good people skills, leadership exposure
- Strong communication, time-managing and organizing skills

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 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. Find out more about Novartis Business Services:

<https://www.novartis.cz/>

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>

Divisione

Finance

Business Unit

CTS

Posizione

Repubblica Ceca

Sito

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Audit e finanza

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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 order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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