

Global R2R PEC Automation Expert

Job ID

REQ-10022984

Oct 09, 2024

India

Summary

The Global R2R PEC Automation Expert is part of the R2R Global Process Owner Team and is knowledgeable of the E2E month end closing processes performed in R2R. The role is responsible for Smartclose, development of PEC related KPIs, Blackline administrator and supports related system enhancements.

Activities will include driving continuous improvement, KPI development, and identifying and leading automation initiatives.

Responsibilities include delivery/support of PEC related finance core (FC) strategy/maps by designing lean core processes, defining work instructions (WIs) and preparation of training documents, based on leading practices and system solutions. Furthermore, this role will support design and implementation of new ERP system (SAP S4Hana).

This role must have professional communication and training skills and collaborate frequently with the NOCC Team leads and their teams.

About the Role

Key Responsibilities:

- Act as owner of the global Smartclose / Runbook scenario. Drive improvements to the global scenario and increased adoption of automation functionalities through collaboration with other FRA processes.
- Act as the global system administrator for Smartclose / Runbook. The global system administrator is responsible for the set up of new company codes, ongoing maintenance, and training and communications to the local super user community.
- Act as Blackline Business Administrator. This includes supporting local administrators and end users as needed, as well as acting as bot line manager for access related bot.
- Understand S4 related Fiori functionalities and drive usage and adoption of the PEC related tools (example: General Ledger Overview Fiori), as well as identify opportunities for automation and collaborate with the LDC team to develop and implement.
- Develop and monitor KPIs related to Smartclose, Blackline, and other PEC related topics.
- Support global system related projects related to PEC, such as Blackline and LDC, ensuring solutions are implemented timely, efficiently and in a compliant manner. Support existing CIT processes.
- Collaborate with all areas of the organization such as IT, FC&C, technical accounting, and the NOCCs to ensure PEC related processes, systems and projects are compliant, efficient and are aligned with the global R2R strategy

- Collaborate with FRA OPS Compliance & Controls and Corporate Financial Controls teams to ensure process compliance, and to ensure controls are improving by measuring the right controls while simplifying and automating whenever possible

Essential Requirements:

- University level degree in Business Administration/ Economics/Finance/ MBA desirable
- Certified Public Accountant/Chartered Accountant and/or comparable business experience desirable
- Project management skills with focus on driving performance and productivity
- Analytical mindset and ability to understand situations, interdependencies and challenges in a holistic way
- Demonstrated ability to work effectively in a multi-national and complex matrix organization

Desirable requirements:

- Additional Project Management Training, a certification/designation desirable
- Lean / Six Sigma Certified preferred
- Preferably know-how and exposure in a Shared Service Center environment
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Excellent communication skills, able to engage and influence beyond their direct team
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Flexible and reacts to changes promptly and efficiently
- High cultural awareness to be able to work effectively across the organization
- Proactive, result orientated and with a strong customer centric attitude. Strong continuous improvement mindset

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Division

Finance

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

Prague, Czech Republic

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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