

Accountant associate (m/f/d) " >

Job ID
311824BR
Nov 15, 2021
Slovenia

Job Description

60! The number of countries supported by the Financial Center of Excellence in Slovenia.

In the role you will be responsible for organizing and performing accounting activities to ensure proper record-keeping, quality and timely information for the requirements of process management and decision making in accordance with the law, internal regulations, good practices and business objectives.

Your key responsibilities:

- Responsibility for processing payments for Novartis Representative offices in SAP and electronic banking systems.
- Cash flow forecasting.
- Posting and reconciliation of bank statements.
- Participation in the creation of reports for internal and external reporting and auditing, preparation of guidelines and work instructions.
- Participation in process optimization, implementation and developments in TCM area and other projects in Novartis.
- Responsibility for supporting Representative offices, collaboration with the banks and other functions within the company.

Diversity & Inclusion / EEO

Novartis is committed to building an outstanding, inclusive work environment and diverse team's representative of the patients and communities we serve.

Minimum Requirements

What you'll bring to the role:

- University degree in economics & finance or other equivalent degree.
- 2-5 years of working experience in accounting and book-keeping.
- Experience with SAP is an advantage.
- Fluent in English (written and spoken).
- Good knowledge of MS Office.
- Accuracy, self-initiative, responsiveness and strong communication skills.
- Flexibility to work in a fast paced, quickly changing work environment.
- Ability to operate in a global matrix environment.

We offer **permanent employment, with a 6 months probation period.**

You are kindly invited to submit your application in English language, including CV **by 29th of November 2021.**

Why consider Novartis?

799 million. That's how many lives our products touch. And while we're proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you're given opportunities to explore the power of digital and data. Where you're empowered to risk failure by taking smart risks, and where you're surrounded by people who share your determination to tackle the world's toughest medical challenges.

Imagine what you could do at Novartis!

Novartis are an equal opportunities employer and welcome applications from all suitably qualified persons.

Commitment to Diversity & Inclusion:

Novartis embraces diversity, equal opportunity and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration, and empowers our people to unleash their full potential.

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

Division

CTS

Business Unit

FRA OPERATIONS NBS

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

LEK SVN

Functional Area

Audit & Finance

Job Type

Full Time

Employment Type

Regular

Shift Work

No

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