

Order to Cash Specialist (O2C) – Vietnamese Speaker " >

Job ID
329374BR
Oct 07, 2021
Malaysia

Job Description

18 ! The number of countries supported by FRA Operations Team that delivers financial reporting and accounting services, financial compliance and process expertise in the areas of Record to Report, Request to Pay, Travel and Expense and Invoice to Cash. As part of the Novartis FRA Operation team, this is a new role waiting for you to make change happen.

The O2C Specialist manages the accounts receivable processes within the FSC, 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 to the Novartis divisions.

Your Responsibilities include, but are not limited to:

- Ensure proper document management (incl. document reception, sorting, scanning and validation) and perform Customer Master Data Maintenance in collaboration with Commercial Operations
- Manage balance sheet reconciliations of allocated accounts and ensure timely resolution and clean-up of overdue items identified
- Ensure proper accounting of financial transactions and accounting specific questions are well addressed and solved
- Perform the preparation of month-end financial reporting incl. assessment of the provisions
- Ensure the creation and maintenance of adequate accounting records to meet the requirements of local legislation and Novartis required standards
- Resolve General Accounting related issues and disputes, escalate as required or coordinate with various departments
- Manage Credit Limits Setting, Customer Assessment & Exception processing and perform Credit control and collection activities eg; aging analysis, reporting, reviews meeting and collection activities (O2C)
- Perform payments, receipting and banks matters. Manage credit line, financial instrument, treasury and cash processes. (TCM)

Diversity & Inclusion / EEO

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

Minimum Requirements

Job Requirements :

- Bachelor's Degree in Accounting/Finance or Chartered Accountant / MBA desirable
- Lean/ Six Sigma Certified preferred

- English and Vietnamese Language skills is required for this role to support Vietnam site.
- 3-5 years of Financial experience, with in-depth functional expertise
- Demonstrated ability to work effectively in a multi-national, matrix organization
- Previous experience in managing Financial Services
- SAP knowledge required
- Experience of managing projects driving performance (e.g. ERP implementation)
- Good people skills

About the Novartis Global Service Center in Kuala Lumpur:

The Novartis Global Service Center (NGSC) in Kuala Lumpur delivers a broad variety of services to the Novartis divisions worldwide. Kuala Lumpur is part of a globalized network of five NGSCs, which form a successful network of services minded associates partnering with the Novartis business around the world.

What makes NGSC special?

Attractive office location, flexible time management, strong work/life balance, flexible working hours, truly multinational and dynamic organization, multicultural environment and cross-functional hub location

Why consider Novartis?

769 million lives were touched by Novartis medicines in 2020, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

Commitment to Diversity & Inclusion:

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

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

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

Division

CTS

Business Unit

FRA OPERATIONS NBS

Location

Malaysia

Site

Petaling Jaya

Company / Legal Entity

NOV MALAYSIA

Functional Area
Audit & Finance
Job Type
Full Time
Employment Type
Regular
Shift Work
No

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