

# FRA Analyst Treasury and Cash Management / Analitik - specialist

Job ID  
REQ-10015799  
Dec 08, 2024  
Slovenia

## Summary

Analitik specialist v oddelku Upravljanje denarnih sredstev je odgovoren za realizacijo plačil, planiranje denarnih sredstev, procesiranje in usklajevanje bančnih izpiskov, pripravo različne dokumentacije za interno in eksterno uporabo, analiziranje podatkov, sodelovanje pri implementaciji in optimizaciji procesov in projektov ter zagotavljanju podpore Novartisovim družbam in bankam.

The FRA Analyst specialist in Treasury and Cash Management department is responsible for processing payments, forecasting cash flow, posting and reconciling bank statements, creating reports, analyzing data, participating in process optimization and projects, and supporting Novartis companies and banks.

## About the Role

### Naziv delovnega mesta :

Analitik specialist v oddelku Računovodstvo in poročanje (m/ž)

### Opis del in nalog

- Realizacija plačil za Novartisove družbe v sistemu SAP in preko elektronskega bančništva
- Planiranje denarnih sredstev
- Procesiranje in usklajevanje bančnih izpiskov v sistemu SAP ter preko elektronskega bančništva
- Priprava različne dokumentacije za interno, eksterno poročanje in revidiranje ter pomoč pri pripravi pravilnikov in delovnih navodil
- Analiziranje podatkov in poročanje rezultatov v okviru notranjih kontrol
- Sodelovanje pri optimizaciji, implementaciji in razvoju sistemov na področju upravljanja denarnih sredstev ter drugih globalnih projektih v Novartisu
- Zagotavljanje podpore Novartisovim družbam, sodelovanje z bankami in ostalimi funkcijami v družbi

### Od kandidata-ke pričakujemo:

- Visokošolsko stopnjo izobrazbe ekonomsko-finančne ali druge ustrezne smeri
- Najmanj 2 leti delovnih izkušenj s področja računovodstva
- Aktivno znanje angleškega jezika
- Poznavanje sistema SAP je prednost
- Poznavanje mednarodnih računovodskih standardov je prednost
- Dobro poznavanje Microsoft Office orodij
- Natančnost, samoiniciativnost, odzivnost in komunikativnost

- Prilagodljivost za delo v hitro spreminjajočem se delovnem okolju in sposobnost delovanja v globalnem matričnem okolju

### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

### **Pridružite se naši mreži Novartis:**

V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti:

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

### **Job Description**

#### **Key Responsibilities:**

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

#### **Essential Requirements:**

- University degree in economics & finance or other equivalent degree
- At least 2 years of working experience in accounting and book-keeping
- Fluent in English (written and spoken)
- Experience with SAP is an advantage
- Knowledge of International financial reporting standards is an advantage
- Proficient MS Office user
- Accuracy, self-initiative, responsiveness and strong communication skills

- Flexibility to work in a fast paced, quickly changing work environment and ability to operate in a global matrix environment

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

### **Commitment to Diversity and Inclusion:**

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' 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 hear more about Novartis and our career opportunities, join the Novartis Network here:

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

**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

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Audit & Finance

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 individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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