

# Expert Analyst – Management Reporting

Job ID  
REQ-10024838  
Oct 08, 2024  
Czech Republic

## Summary

The Expert Analyst – Management Reporting is mainly accountable for three areas of deliverables: link between the technical team and business, Continuous Improvement/standardization between NOCCs/BPA/Group and expertise in reporting system understanding.

## About the Role

### Key Responsibilities:

- Manage the day-to-day operations of the management reporting systems (Financial and Non-financial), in a timely and accurate manner, meeting all business timelines and information/analytic needs
- Ensure timeliness, completeness and accuracy of the data during the month-end period to ensure high quality reporting
- Perform operational activities on all supported tools, spanning across multiple locations
- Partner with Finance (FRA/BPA) users to interpret their needs and identify User Stories.
- Ensure innovative ways to answer key business questions by leveraging existing data assets or creating new ones.
- Dashboard development using appropriate Visualizations, Advanced Navigation techniques, customizing dimensions using calculations / other functions and Level of Detail expressions.
- Process optimization of data extracts and of end-to-end process.
- Creation and maintenance of Project documentation, knowledge, and Support articles in SharePoint.
- Supervise the development and maintenance of current reporting systems (SAP, BW, Excel, Qlik); integrate other requirements and the changing needs of the organization so that the FRA processes is met cost effectively and responsively.
- Support internal customers to effectively analyze business performance and recommend areas for improvement.
- Operationalize robust standard processes supported by tools and systems, reflecting best practices, supported by a control framework
- Ensure high level of solution usability while meeting business requirements. Provide ad-hoc BPA support including advice on accounting treatments. Deliver the Training on FRA Ops Management Reporting systems

**Key Requirements:**

- Bachelor's degree or master's degree
- Fluent in spoken and written English
- Minimum 5-6 years of experience of hands on experience developing/supporting dashboards is a must
- Experience in SAP BI/BW, SAP BPC (planning).
- Excellent analytical ability with experience of creation and discussion of financial performance KPIs
- Very good understanding of data warehouse concepts
- Understand the needs of finance customers and provide the translation to IT team

**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 Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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