

O2C Specialist

Job ID
REQ-10052651
May 29, 2025
Czech Republic

Summary

The O2C Specialist is responsible for managing the Accounts Receivables for an assigned group of customers limiting past dues and thus maximizing cash. In the event a trade receivable is deemed uncollectable, they are responsible for initiating the write-off process in accordance with the Global Credit Management Guideline.

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- Executes collection activities using all available tools to ensure cash flow is maximized.
- Ensure accurate clean and correct customer accounts.
- Performs regular credit risk assessments to calculate the individual customer credit limit and risk classification with support of existing system solutions.
- Identifies at risk customers and escalate according to guidelines if past dues are not collectable
- Interacts proactively with all stakeholders to ensure limited surprises.
- Performs the daily check of blocked orders and takes appropriate actions before releasing the orders
- Collaborates with key stakeholders regarding the status/condition of an account as well as communicating the status of orders that will not be released within standard timelines
- Increases process efficiency and quality by continuous improvement and challenging the status quo
- Supports the measurement and delivery of service levels and SLA/KPI targets
- Proactively challenges the Status Quo, making fact-based recommendations to the Credit Risk Manager and credit committee

Essential Requirements:

- Bachelor or Master's degree in Business and Economics, Accounting or equivalent
- Fluent in English + Polish / French / German
- Some years of financial experience, with good functional O2C expertise
- SAP (ECC, S4Hana) knowledge and HighRadius knowledge advantageous
- Experience in advance excel and MS-Office applications

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 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered

by company); MultiSport Card, Employee Shares Purchase Plan

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>

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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

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

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