

P2P Critical Payments Manager

Job ID

REQ-10056854

Jul 03, 2025

Czech Republic

Summary

P2P Critical Payments Manager is responsible for reviewing the CPR payment request for Region Europe. This role will be responsible for managing the approval process of these requests. He / she will collaborate with Business Partner, TCM team & act as an account payable expert and key business liaison to audit and provide feedback to process CPR payments request.

About the Role

Key Responsibilities:

- Approve the CPR request with high stranded process and quality check.
- Ensures quality, accuracy and effectiveness of the processes/system while performing the due deliverable.
- Customer satisfaction of service delivery and process specific KPIs in accordance with agreed SLAs
- Develops and maintains customer focused relationships with key stakeholders
- Serves as a Subject Matter Expert for related policies and processes.
- Prepares presentations of Monthly results to key stakeholders with status, metrics, and actions to be taken

Key Requirements:

- University level degree in Business Administration / Economics / Finance related fields
- Excellent English (written and spoken)
- Financial background with relevant years of experience in finance/accounts payable in a leading multinational/ corporation. GL knowledge advantageous
- In-depth knowledge of Accounts payable process & systems solutions
- Experience of SAP, Master data & Invoicing Process

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); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment

process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

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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