

# Manager, Data & Digital Compliance

Job ID  
REQ-10013144  
Jun 25, 2024  
USA

## Summary

As a Data and Digital Manager in Novartis's Managed Markets Finance (MMF) Compliance group, you will support the dynamic, fast-paced MMF team by embedding financial and IT controls and compliance across MMF operations, responsible for the day-to-day management, monitoring, and reporting on the risk and compliance of systems and processes that support digital and data while collaborating with team members to be well-informed and compliant decision makers. This includes: • Ensuring accurate and timely internal controls assessments and reporting; adherence to Novartis Financial Controls Manual (NFCM) and IT Application Controls (ITAC); • Assisting in MMF's annual risk and controls assessments and communication specially focused on automations, data flows and data interfaces; • Contributing to MMF team interactions on IT SOX controls, audits and reviews with auditors (internal/external); • Assisting MMF teams with internal and external IT stakeholders towards ensuring a compliant MMF Data & Digital controls environment, with particular emphasis on financial reporting data flows; • Being a team player who is enthusiastic, open to challenges and learning!

## About the Role

### Your Key Responsibilities:

#### *Support MMF Annual Audits (Internal & External):*

- Understand MMF's financial and IT controls environment; ability to understand impact of new systems and applications
- Contribute to streamlining MMF's data flows, automations, interfaces with an ability to assess financial reporting risk
- Manage requests received from Auditors (Financial Controls and Compliance, KPMG, Internal Auditors, others)
- Develop knowledge of Model N and other MMF applications at a high-level to assess controls and business risk and monitor system updates
- Help to design/improve and maintain analytics of compliance activities

#### *Controls Monitoring:*

- Review evidence provided by MMF team aligns with the control requirements and NFCM
- Ensure SOX compliance by monitoring process and financial control activities for MMF functions
- Review authorization limits, approvers & perform Segregation of Duties (SOD) analysis for all MMF systems (Model N, Breakaway and others)
- Assess Impact of acquisitions, divestitures, and other material events on internal controls environment
- Prepare the review of external providers assessment (SOC 1)

### *Business Partnering:*

- Partner with IT and FRA to understand risks of system updates, project implementations
- Support the legislative, regulatory, and industry changes implementation in compliant manner
- Partner with internal & external stakeholders to ensure compliance with NFCM and IT policies

### **Essential Requirements:**

- MBA (Finance) / Computer Science/ Data Analytics/ any other equivalent degree; CISA/CISM preferred
- Ability to work collaboratively cross-functionally, particularly with Associate Director and Director levels, across the organization; communicating with internal stakeholders on monitoring and remediation
- Strong compliance orientation to ensure adherence to process requirements along with excellent attention to detail
- Quick learner with good self and task management skills
- Ability to prioritize and execute multiple assignments simultaneously to meet deadlines
- Ability to engage and consult with a continuum of stakeholders of varying levels to obtain information

### **Desirable Requirements:**

- Strong written and oral communication skills with ability to question and gather information and insights
- MS Office Suite (Outlook, Excel, Word, PowerPoint, Visio), Microsoft SharePoint, Teams & Planner)
- Project management, data flows, data visualization experience preferred

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Division

Finance

Business Unit

Innovative Medicines

Location

USA

Site

East Hanover (New Jersey)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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