

S2P Specialist ADACAP

Job ID
REQ-10023076
Oct 01, 2024
Czech Republic

Summary

The Source to Pay Specialist functionally reporting to the Source to Pay Lead ADACAP Region Europe and will be responsible for monitoring and controlling the MEC activities, invoice processing and problem solving related to P2P Account with the goal to ensure a proper follow up for the aged items, on time processing the invoices and share the also the best practices in the accounting

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- Month end closing activities related to P2P Accounts. Train and provide ongoing support for business for any reconciliation and accounting queries. Ensure the accuracy and validity of financial information, detect errors and irregularities.
- Processing incoming invoices, credit notes and accounting activities
- Providing guidance on resolving aged item. Suggest new ways of managing old balances on P2P accounts.
- Maintain internal accounting to a high standard, with strong accounting knowledge be able to foresee process gaps and suggest new way according to accounting standards and LSI for improvements

Essential Requirements:

- University Degree in business or similar, Minimum Bachelor Degree, Master Degree is a plus
- Financial background with relevant years' experience in finance and accounting knowledge
- System knowledge and other ERP system
- Excellent English (written and spoken); any other European language will be an advantage

Desirable requirements:

- Six Sigma Green or/ and ACCA
- Outsourcing and or shared services background preferred

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 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. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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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>

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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 order to receive more detailed information about the essential functions of a position, please send an e-mail to <di.cz@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>

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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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