

Business Process Specialist

Job ID
REQ-10030947
Dec 22, 2024
Croatia

Summary

Business Process Specialist is expected to actively drive and implement initiatives / projects that are intended to streamline the Financial process and drive efficiency of the finance operations and automated reporting of multi countries. The role requires working closely with Adriatic finance team to lead projects & processes with strong understanding of the business and having close collaboration and alignment with the team from cluster above Adriatic.

About the Role

• MAJOR ACCOUNTABILITIES

- Proactively drive and lead projects to streamline processes, enhance digitalization / automation to create synergy and efficiency in analytics and reporting
- Implementation of BI reporting tools for multi countries
- Drive efficient and pragmatic data collection process, timely and accurate analysis and well-summarized / comprehensive outputs that will support decision making of management
- Create efficient and effective means for actual tracking and reporting to monitor business performance, which allows management to take corrective measures in a timeline manner.
- Ensure full compliance with all Novartis regulations regarding financial reporting, Data Privacy, Quality and other internal regulations on Integrity and Compliance.
- Comply with the GxP quality requirements applicable to his/her area of responsibility, incl. but not limited to proper reporting of adverse events and customer complaints, samples handling as well as any incident that may adversely affect the quality, safety, identity, strength, purity, availability or efficacy of a commercial product or clinical trial material and/or may compromise the Novartis Quality System and the global Novartis reputation.

• KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS

- Timely, accurate, and high-quality delivery of data and analysis.
- Comprehensive understanding / control of business process and systems.
- Value adding analysis and recommendation for decision making.
- Attention to details, while having big picture perspective.
- High integrity / fact-based approach in analysis and creating recommendations.
- Leadership and persuasion skills to drive change in business process.
- Positive and future-looking approach, advanced communication skills.
- Internal customer satisfaction (quality and timeliness).
- Full compliance with Novartis regulations.

- **EDUCATION / EXPERIENCE**

- **Minimum degree acceptable:** University degree in Business, Finance or Economics
- **Desirable degrees:** ACCA, CPA, MBA
- **Languages:** Fluent in English and Croatian (written and spoken)
- **Required positions:** 3-5 years of experience in Data Science, Business Planning and analysis or Controlling at major international companies.
- **Ideal experience:** Experience in Project Management / Business Planning and analysis in pharmaceutical industry with record of increasing responsibility in business scope
- **Other:** Openness to future mobility is preferred

- **PROFESSIONAL COMPETENCIES**

- Big picture perspective & strategic business mindset.
- Strives for continuous improvement / innovation and out of the box thinking.
- Agility to change / ambiguity while maintaining focus to deliver results.
- Engaging and influencing various stakeholders without authority.
- Operation and execution excellence.
- Forward looking and positive mindset.

- **SKILLS AND KNOWLEDGE**

- Excellent knowledge of local language (Croatian) and English
- Proficiency in digital skills, including Microsoft Office with advanced Excel capability and Power BI
- Effective and concise communication of complex business topics.
- Analytical and logical thinking.
- Project management and business partnering.
- High integrity of compliance and control.
- Establishes mutual respect and trust in dealing with others.

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Division

Finance

Business Unit

Innovative Medicines

Location

Croatia

Site

Croatia

Company / Legal Entity

HR03 (FCRS = HR003) Novartis Hrvatska d.o.o.

Functional Area
Audit & Finance
Job Type
Full time
Employment Type
Regular
Shift Work
No
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