

# R2R Specialist - GL & Reporting

Job ID  
REQ-10034728  
Jan 10, 2025  
Malaysia

## Summary

To provide expert advice to superiors for a sub-area within FSC and related key activities; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

## About the Role

### Major accountabilities:

- Work with direct managers to support financial activities, decision making and general projects.
- Provide timely, proactive support on the general ledger.
- Maintain accurate and timely fixed asset information in the fixed asset register including assets under construction and depreciation calculations.
- Prepare analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Provide all data needed for internal (Financial Consolidation and Reporting System) and external reporting (including statutory accounts, national statistics and tax information) in a timely and accurate manner.
- Provides 'first line support' on SAP issues including fixed assets, cash and general ledger.
- Contribute to key projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Internal customer satisfaction with quality, appropriateness, and timeliness of financial analyses provided  
-Customer satisfaction of service delivery and process specific KPIs in accordance with agreed SLAs

### Minimum Requirements:

#### Work Experience:

- Operations Management and Execution.

#### Skills:

- Compliance And Controls.
- Continuous Process Improvement.
- Critical Thinking.
- Data Cleansing / Normalization.
- Embracing Change.

- Financial Accounting.
- Financial And Management Reporting.
- Rapid Problem Solving.
- Resilience.
- Tax.

## Languages :

- English.
- **Why Novartis:** 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> **You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards> **Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**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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Division

Finance

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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