

# **Analitik v oddelku Računovodstvo kupcev (m/ž) / FRA Analyst in Order to Cash department (m/f)**

Job ID  
REQ-10040516  
Feb 20, 2025  
Slovenia

## **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**

### **Opis del in nalog**

- Vzdrževanje matičnih podatkov kupcev
- Razporejanje prilivov kupcev, usklajevanja s kupci
- Priprava in knjiženje popravka vrednosti terjatev
- Validiranje zahtevkov za izdajo dobropisov kupcem
- Priprava različne dokumentacije za interno, eksterno poročanje in revidiranje ter pomoč pri pripravi pravilnikov in delovnih navodil
- Analiziranje podatkov in poročanje rezultatov v okviru notranjih kontrol
- Sodelovanje pri optimizaciji, implementaciji in razvoju sistemov na področju Računovodstva kupcev ter drugih globalnih projektih v Novartis
- Zagotavljanje podpore Novartisovim družbam, sodelovanje s kupci in ostalimi funkcijami v družbi

### **Od kandidata-ke pričakujemo:**

- Visokošolsko stopnjo izobrazbe ekonomsko-finančne ali druge ustrezne smeri
- Najmanj 1 leto delovnih izkušenj s področja računovodstva
- Aktivno znanje angleškega jezika
- Poznavanje sistema SAP je prednost
- Poznavanje mednarodnih računovodskih standardov je prednost
- Dobro poznavanje Microsoft Office orodij
- Natančnost, samoiniciativnost, odzivnost in komunikativnost
- Prilagodljivost za delo v hitro spreminjajočem se delovnem okolju in sposobnost delovanja v globalnem matričnem okolju

### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

**Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Pridružite se naši mreži Novartis:

V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti:

<https://talentnetwork.novartis.com/network>

Job Title:

**FRA Analyst in Order to Cash department (m/f)**

Key Responsibilities:

- Maintenance of customer master data
- Allocation of customer inflows, reconciliation with customers
- Preparation and posting of bad debt provision of receivables
- Validation of requests for issuing credit notes to customers
- Preparation of various documentation for internal, external reporting and auditing, and assistance in the preparation of policies and work instructions
- Data analysis and reporting of results within internal controls
- Participation in the optimization, implementation, and development of systems in the Order to Cash area and other global projects at Novartis
- Providing support to Novartis companies, collaboration with customers and other functions within the company

**Essential Requirements:**

- University degree in economics & finance or other equivalent degree
- At least 1 year of working experience in accounting and book-keeping
- Fluent in English (written and spoken)
- Experience with SAP is an advantage
- Knowledge of International financial reporting standards is an advantage
- Proficient MS Office user
- Accuracy, self-initiative, responsiveness and strong communication skills
- Flexibility to work in a fast paced, quickly changing work environment and ability to operate in a global matrix environment

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:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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>

**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

Universal Hierarchy Node

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Accessibility and accommodation

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

recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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