

Associate Director, Financial Controls & Compliance

Job ID
REQ-10053185
May 22, 2025
USA

Summary

#LI-Hybrid

This position will be located at the East Hanover, NJ site and will not have the ability to be located remotely.

The Associate Director, Financial Controls & Compliance (FC&C) will plan, execute, and deliver high quality compliance, controls testing, and risk advisory that meet Novartis Financial Controls Manual (NFCM) methodology standards, strategies and directives and SOX 404 requirements. This position will also lead FC&C team members in activities including assessment of business/information technology risks and evaluation of related internal controls.

About the Role

Key Responsibilities:

- Effectively lead Financial Compliance team, taking responsibility for the team members, including delivering on-boarding and coaching to new team members, providing technical support and feedback. Rate potential and capacity of team members and provide feedback to FC&C management.
- Master key company policies that FC&C provides assurance on, including their implementing guidelines and procedures. This includes a comprehensive understanding of NFCM and SOX 404 requirements to ensure compliance with those requirements and US specific needs.
- Apply effective project management to various assignments to deliver work which meets quality standards, deadlines and the expectations of stakeholders.
- Demonstrate a comprehensive understanding of financial statement risks and business risks, along with the ability to evaluate their implications for the control environment.
- Independently test effectiveness of NFCM controls. In coordination with the control owner, ensure a timely reporting of control deficiencies to regional /global team members and agree on any necessary remediation actions.
- Perform control deficiency impact evaluations. Identify root causes of control issues, evaluate actual impact and potential impact, evaluate mitigating controls, investigate, analyze and advise on resolution and remediation actions with responsible management. Prepare impact assessment memos evaluating exposure, control impacts, etc. and aggregation assessments as appropriate.
- Assess and conclude on control impacts for new projects implementations performed by the business (e.g. system upgrades, implementation of automated controls, interfaces, bots, and other business/finance transformation projects). Prepare related documentation for conclusions on control impacts. Demonstrate thorough understanding of IT control testing including identifying IT controls

(automated controls, key reports, etc.) and understanding of SOC 1 requirements to perform these assessments.

- Identify potential risks and opportunities for simplification, operational improvements, and/or efficiencies and lead implementation of solutions. Perform special projects and lead initiatives to improve the technical and operational effectiveness and of the FC&C team.
- Establish and maintain key-contact relationships with local management and/or functional area(s) of responsibility to support the Regional FC&C head in assessing risks across the region and developing overall effective compliance strategy for US units.
- Build effective business partnering and advisory relationships with external auditors as well as Group stakeholders (Global Process Owners, Global FC&C, Internal Audit, etc.). Support with preparation of key deliverables for leadership.
- Effectively manage competing priorities, demonstrate effective time and workload management, problem-solving skills, agility and adaptability, strong communication skills. Ability to recalibrate priorities to align with strategic priorities and risk areas.
- Identify opportunities to implement use of digital tools, leveraging data analytics and AI to enhance the effectiveness and efficiency of processes. Demonstrate agility in adapting to new technologies and approaches driving innovation within the team.

Essential Requirements:

- Bachelor's degree, preferably in Business, Finance, Accounting or related; Master's degree and/or CA/CPA/CIA certification a plus
- 6+ years of accounting, compliance, audit experience required, with 4+ years of Financial Controls & Compliance (SOX testing) experience
- Strong interpersonal and communication skills to influence / motivate others under different geographies / cultural and hierarchy setting

Desirable Requirements:

- Multi-national, multi-dimensional and/or pharmaceutical industry/manufacturing experience
- Global exposure or experience collaborating across regions is a plus.
- SAP or Shared Services experience

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$114,100.00 and \$211,900.00/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Finance

Business Unit

Universal Hierarchy Node

Location

USA

State

New Jersey

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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