

# Analitik - specialist / FRA Analyst-specialist

Job ID  
REQ-10016028  
Juli 25, 2024  
Slovenien

## Summary

General Ledger Accounting and reporting systems for a legal entity, enabling the execution of quality services. This role supports having systems, documentation, compliance and reporting in place and supports continuous improvement projects to provide highly effective and efficient end-to-end processes

## About the Role

### Naziv delovnega mesta :

Analitik specialist v oddelku Računovodstvo in poročanje (m/ž)

### Opis del in nalog:

- Knjiženje poslovnih dogodkov, skrb za pravilnost in nadzor nad knjiženjem, priprava računovodskih izkazov ter mesečno poročanje.
- Priprava dokumentacije, analiz in poročil na področju računovodstva.
- Analiziranje podatkov in poročanje rezultatov v okviru notranjih kontrol.
- Pravočasno in natančno zagotavljanje računovodskih podatkov ter zagotavljanje ustreznih informacij ustreznim posameznikom in zunanjim organom.
- Sodelovanje z notranjimi in zunanjimi partnerji, kot so revizorji in zunanje institucije.
- Komunikacija in sodelovanje z domačimi in mednarodnimi deležniki znotraj skupine podjetja.
- Podpora zagotavljanju skladnosti v davčnih zadevah, vključno z DDV, davek od dohodkov pravnih oseb ter dohodnina ter zagotavljanje podatkov notranjim in zunanjim partnerjem in organom.
- Sodelovanje pri optimizaciji procesov, implementaciji in razvoju sistema v računovodstvu in poročanju ter drugih projektih v Novartis.

### Od kandidata-ke pričakujemo:

- Visokošolska stopnja izobrazbe ekonomsko-finančne ali druge ustrezne smeri
- Najmanj 3 leta delovnih izkušenj s področja računovodstva ali revizije
- Napredno znanje angleškega jezika
- Dobro poznavanje orodij Microsoft Office
- Poznavanje mednarodnih računovodskih standardov (prednost)
- Poznavanje orodja SAP (prednost)
- Natančnost, samoiniciativnost, odzivnost in sposobnost komuniciranja
- Prilagodljivost za delo v hitro spreminjajočem se delovnem okolju in sposobnost delovanja v globalnem matričnem okolju

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 Description**

#### **Key Responsibilities:**

- Booking of journal entries, booking control, preparation of financial statements and monthly reporting.
- Preparation of accounting documentation, analysis, and reports.
- Data analysis and reporting of results of internal controls.
- Providing financial accounting services and data in a timely and accurate manner. Ensuring appropriate information is provided to relevant individuals and external bodies.
- Cooperation with internal and external stakeholders (auditors, public institutions, etc.)
- Communication and cooperation with domestic and foreign business partners inside the group.
- Support compliance for various tax related reports (i. e. VAT, corporate income tax, personal income tax) and provide necessary data to internal and external partners and authorities.
- Participation in process optimization, implementation and system development in financial accounting and reporting and other projects in Novartis.

#### **Essential Requirements:**

- University degree in economics & finance or other equivalent degree
- At least 3 years of experience in accounting or auditing
- Fluent in English (written and spoken)
- Good knowledge of Microsoft Office
- Knowledge of International financial reporting standards (advantage)
- Experience with SAP (advantage)
- Accuracy, self-initiative, responsiveness and 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>

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

Division

Finance

Business Unit

CTS

Standort

Slowenien

Site

Ljubljana

Company / Legal Entity

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

Functional Area

Audit und Finanzen

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.

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