

# Reporting Specialist

Job ID  
REQ-10018159  
Aug 02, 2024  
Türkei

## 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.

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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

Türkei

Site

İstanbul Kavacık

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

Audit und Finanzen

Job Type

Full time

Employment Type

Regular

Shift Work

No

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