

# Finance Service Center (FSC) Head Baltic

Job ID  
REQ-10001684  
Jul 17, 2024  
Latvia

## Summary

-To lead the FRA function within a country across divisions OR lead an FRA service line/ process/ area/ technology and ensure end-to-end service delivery to all Novartis divisions

## About the Role

### Major accountabilities:

- Manage the execution of regional / global strategies for own part of the organization & manage and ensure the development of a team of experienced FRA professionals.
- Manage the budgeting process for the area of responsibility.
- Manage the country internal financial controls; ensures appropriate compliance and usage by performing regular compliance tests and audits.
- Provide timely statutory and country reporting information to internal and external stakeholders, including regional finance officers.
- Ensure the integrity, viability and interoperability of country financial reporting processes and systems, including tax, inventory, corporate-control, payment and purchasing data.
- Manage the implementation of risk management processes and ensure existence and use of adequate risk management tools.
- Manage tax, compliance and audit reporting processes, provide analysis of financial information (monthly, quarterly and annual data) and ensure provision of necessary data to internal and external authorities.
- Manage the correct and timely implementation of financial control processes and policies and ensure adherence thereof.
- 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:

- Timely preparation of monthly and quarterly financial analysis, documentation & reporting.
- Performing update/review for accounting content of operating units accounting -Performing ad hoc activities in a timely manner, as requested.

### Minimum Requirements:

#### Work Experience:

- Functional Knowledge.
- Operations Management and Execution.
- People Leadership.

**Skills:**

- Compliance And Controls.
- Critical Thinking.
- Data Cleansing / Normalization.
- E2E Process View.
- Embracing Change.
- Financial Accounting.
- Financial And Management Reporting.
- Interpersonal Savvy.
- Resilience.
- Tax.

**Languages :**

- English.

**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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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

Innovative Medicines

Location

Latvia

Site

Latvia

Company / Legal Entity

LV01 (FCRS = LV001) SIA Baltics, Latvia

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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