

Cash Management Specialist

Job ID
REQ-10017409
Jul 31, 2024
Czech Republic

Summary

The Cash Management Specialist is in charge of the optimization of cash position to ensure maintenance of adequate liquidity while also managing payments, receipts and financial risk effectively for Novartis Group entities. This role also safeguards the Bank Accounting and Reconciliation process to ensure adequate accounting entries, closing and reporting. He/She is managing the cash forecasting activities, establishing and coordinating data collection with key stakeholders in NOCC and in countries. This role is also managing performance analysis, banking set-up, controlling of bank operations and all TCM relevant master data, enabling effective and efficient TCM processes. He/She is ensuring coordination of activities with In-House-Bank (IHB) and Group Treasury; in addition, the Cash Management Specialist provides regular and timely reporting to support NBS to enable improved performance, compliance and cost reduction.

The Cash Management Specialist supports the Novartis NOCC TCM Cash Management processes, enabling the execution of quality services. This role ensures having systems, documentation, compliance and reporting in place and supports continuous improvement projects to provide highly effective and efficient end-to-end processes to the Novartis divisions.

The position requires a self-driven, diligent, hard-working individual with knowledge and experience in Treasury. The role entails the provision of services within the scope of TCM Cash and Banking Management. The position requires a creative, diligent, hard-working individual with knowledge and experience in Treasury driving outstanding customer service and operational efficiency.

About the Role

Key Responsibilities:

- Act as a single point of contact for any unresolved inquiries for assigned scope of responsibilities. Drive initiatives to improve accuracy of the short-term cash forecast.
- Continuous and close monitoring of closing balances, statements, limits, overdrafts facilities.
- Timely performance of Novartis internal controls relevant to cash management day-to-day activities:
- Establish an effective forecasting data collection process and control mechanisms.
- Assist internal customers to understand all benefits of an optimized cash management operation
- Coordinate with stakeholders, ongoing analysis of requirements and design of appropriate Cash Management structures and Banking landscape

- Manage, review and control the daily forecasting process in coordination with the relevant stakeholders in NOCC and in countries.
- Review and controls bank/IHB charges, fees and conditions on a periodic basis. Manage and ensure quality of TCM master data maintenance

Support bank account life cycle, systems (e-banking, ERP, TMS), approval workflow and related cash management guidelines in coordination with Group Treasury.

- Support continuous improvement of services in quality and effectiveness in close collaboration with line manager, peers and NOCC process streams.

Key Requirements:

- University level degree in Business Administration/ Economics/Finance or IT related fields
- Fluent in English both written and spoken, excellent communication skills
- 3+ years of relevant experience, with good functional exposure to Treasury and Cash Management processes.
- Accounting and reporting experience is a plus
- In-depth knowledge of Treasury processes and system solutions.
- SAP knowledge: experience with SAP FI and Business Warehouse.
- Conceptual thinking and ability to align specific functional requirements with the overall Treasury & Cash Management strategy

You'll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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