

Process Specialist

Job ID
REQ-10035442

1月 15, 2025

India

摘要

-To provide expert advice to superiors for Financial Reporting & Accounting and manage the reporting and accounting requirements for the general ledger; 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 FRA 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:

- Ability To Influence Key Stakeholders.
- Building Effective Teams.
- Critical Thinking.
- Effective Communications.
- Financial Accounting.
- Financial And Management Reporting.
- People Development.
- Process Optimization.
- Resource Allocation.
- Understanding Value Drivers.

Languages :

- English.

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部门

Finance

Business Unit

CTS

地点

India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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