

## Global Finance Master Data Junior Specialist (Trainee)

Job ID  
REQ-10047950

4月 16, 2025

Czech Republic

### 摘要

GFMD Junior Specialist role provides quality services to Novartis Group entities and is responsible for supporting the maintenance of master data used in Novartis, on behalf of internal and/or external customers.

GFMD Specialist is responsible for the daily operations, high quality of the service as well as timely processing of the master data changes for Customer Master Data and Finance and Controlling Master Data, to ensure master data is accurate, compliant and available for consumption in Finance and Commercial organization.

### About the Role

Key Responsibilities:

- Improve the understanding of the impact of the master data and the relationship within other areas

in the company

- Processing all master data changes requested within the system of record (e.g. SAP), ensuring creation and maintenance of Customer and Finance Master Data Entities, attributes and hierarchies (Customer Master Data, Finance and Controlling Master Data including Intercompany, Internal Orders, WBS, Fixed assets), and any other data entity as defined by the Novartis Finance Core GFMD cycle
- Support ad-hoc global/local projects that can help the improvement of the GFMD process Operations
- Support business users and create guidelines to facilitate the navigation of Master Data Processes
- Ensure that applicable policies, processes, and procedures are consistently applied through the master data management lifecycle.
- Proactively challenge the status quo and comes up with making fact-based recommendations to drive continuous improvement
- Escalate data issues (process and/or technical) and conduct data impact assessments to ensure data quality is maintained to agreed standards.
- Ensure application of agreed Novartis control procedures and actively supports to deliver SOX certification
- Promote a strong and control environment, follow up on audit issues and support the implementation of correcting measures
- Actively support and promote NVS V&B, the NOCC working style by being inclusive, proactive, respectful, and results driven in alignment with Novartis values and behaviors

#### Essential Requirements:

- University level degree in Business Administration/ Economics/Finance or IT related fields
- Fluent in English both written and spoken, excellent communication skills
- Other languages are a plus
- +0-2 years of relevant experience, with some functional exposure to finance processes finance academic background (accounting, reporting, tax, treasury, forecasting)
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Desirable skills in SharePoint / Power Automate / Power BI
- Preferred SAP knowledge: experience in SAP ECC and Business Warehouse, Familiarization with SAP MDG, Qlik sense

This contract is for limited period of time of 6 months.

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 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

Accessibility and accommodation:

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](mailto: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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Benefits and Rewards: Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门  
Finance

Business Unit  
CTS

地点  
Czech Republic

站点  
Prague

Company / Legal Entity  
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Temporary (Fixed Term)

Shift Work  
No

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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.



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