

# Senior P2P Business Partner

Job ID  
REQ-10030884  
Jan 28, 2025  
Czech Republic

## Summary

The Procure-to-Pay (P2P) Business Partner is responsible for overseeing the Business Partner relationship for P2P, serving as a process expert and key business liaison to drive compliant business processes for the Novartis entities in Switzerland.

This role will collaborate with the Global Process Owner community, the Novartis Corporate Centers, business customers and external suppliers to lead operational excellence and drive process and system efficiency initiatives.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Focus on Customers: Partner with Novartis internal business stakeholders, third party vendors and external suppliers.
- Performance Management and Service Delivery: Providing services at expected levels with a clear customer service mindset.
- Drive industry standard best in class performance and a user-friendly End-user experience.
- Technical: Understands P2P system landscape and full E2E P2P process.
- Ensures quality, accuracy and effectiveness of the processes/system portfolio, securing company assets by executing strong NFCM/SOX controls for all P2P applications, while providing accurate financial information and timely reporting.
- Manages controls and/or segregation of duties as well as champion finance core compliance
- Identifies P2P systems enhancement and ensures global scalability, finance core compliance and operational efficiency.
- In-depth knowledge of cross-functional business operating models.
- Understand tangential processes and systems that interact/interface with P2P.
- Drives P2P systems implementations in support of E2E strategy.

### Essential Requirements:

- Bachelor's Degree, Chartered Accountant / MBA or similar qualification
- Experience in Finance, Accounts Payable, and/or Procurement Function
- Seasoned Experience with Ariba/SAP/BI or similar systems
- Experience in Project Management and Process Improvements
- Experience in managing remote 3rd party supplier relationships

**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); MultiSport Card, Employee Shares Purchase Plan

**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>

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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**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 order to receive more detailed information about the essential functions of a position, please send an e-mail to [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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