

## P2P Associate (f/m/d)

Job ID  
REQ-10016662  
Juil 29, 2024  
Autriche

### Résumé

A P2P Associate is in charge the regular accounting duties for payables within Novartis. The main responsibilities of our P2P Associate include processing invoices and assisting in the reconciliation of accounts in an accurate, efficient and timely manner.

### About the Role

#### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable data
- Process incoming invoices in compliance with financial policies and procedures
- Assist more senior colleagues in providing analysis in order to support financial, reporting and accounting processes.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Support the preparation of written project proposals, analytical reports, and presentations.
- Provide assistance to Finance Projects at country or business unit level

#### Essential Requirements:

- Degree in Business Administration/ Economics/Finance desirable
- Previous Experience in Finance area desirable

#### Why Novartis?

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

#### You'll receive:

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company

pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 43548.40/year (on a full time basis). We also offer a potential market oriented excess payment in line with your experience and qualifications.

### **Commitment to Diversity & Inclusion:**

Novartis is committed to building an outstanding, inclusive working environment and diverse teams, representative of the patients and communities we serve.

### **Adjustments for Applicants with Disabilities:**

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**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

Emplacement

Autriche

Site

Schaftenau

Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area

Audit et Finance

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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