

# Global FC&C Process Expert (Senior Manager) PIN-PCA

Job ID

REQ-10018597

nov 19, 2024

Royaume-Uni de Grande-Bretagne et d'Irl. du Nord

## Résumé

The Financial Controls and Compliance (FCC) Process Expert – PIN (Production and Inventory) and PCA (Product Cost Accounting) is responsible for overseeing and identifying financial E2E process risks and control requirements relevant to the NFCM PIN and PCA framework. This role involves close collaboration with relevant stakeholders to assess risks and provide advice on the design of adequate internal controls over financial reporting.

The Global FCC Process Expert is expected to be a strong business partner and advisor for the PIN/PCA and NTO GPOs (Global Process Owners) and stakeholders, demonstrating strong leadership skills to drive financial compliance accountability at all organizational levels and enhance process control excellence.

The Global FCC Process Expert for PIN/PCA proactively collaborates with the FCSG (Financial Compliance, Standards and Governance) team, PIN/PCA GPOs, NTO stakeholders and the LDC program to assess emerging financial risks associated with the implementation of new processes and systems. In alignment with FCSG, this role is crucial in defining and designing effective controls before, during, and after the implementation of new systems and ERP.

## About the Role

### Major accountabilities:

#### Risk Management

- Conduct and oversee regular global-level E2E financial risk assessments of the process in collaboration with the PIN/PCA and NTO stakeholders, and proactively contribute to necessary updates to the NFCM framework in liaison with NFCM Methodology team.
- If global control deficiencies are identified, advice and collaborate with relevant stakeholders on the definition of mitigating actions and ICFR impact assessment. Ensure adequate documentation of Financial Compliance memo and assesses the impact on financial control design gaps
- Collaborate with cross-functional teams, PIN/PCA and NTO stakeholders to integrate risk considerations and assess impact on NFCM controls.

#### Internal Financial Controls Framework (NFCM – Novartis Financial Controls Framework)

- Drive development of a high-quality internal financial control framework - ensure process controls are adequately designed to address all identified risks while balancing efficiency and effectiveness.

- Drive continuous process/systems control improvement, automation and standardization.
- Oversee monitoring of all internal and external audit issues relating to the process and propose process control solutions where relevant.
- Work in close partnership with the PIN/PCA GPOs, NTO stakeholders and IT to gain a comprehensive understanding of the global IT landscape for PIN/PCA. This includes identifying relevant global interfaces, automated controls, and reports that are critical for Internal Controls Over Financial Reporting (ICFR) and providing guidance to relevant business owners on the implementation and compliance with NFCM requirements.
- Lead planning of the process global walkthroughs with external auditor. P&O function process owner to lead the global walkthroughs for respective area, supported by Global FCC Process Expert.
- Understands projects (system or process related) within the function, participates on process/system design to eliminate financial risks, assesses potential impact on financial compliance, ensures and collaborates with project team to deliver project compliance memo on time and with high quality.
- Maintains NFCM Control Work Instructions up to date and ensures training within needed control owner and FCC communities
- Oversees NFCM compliance within the process and supports GPOs on driving global process compliance

#### Change Management

- Lead change management activities surrounding enhancement of process, controls, including coordinating training, sharing updates and highlights, and providing timely communication around the process control environment
- Define areas of priority and focus; drive process deep-dives to identify process-control gaps, oversee definition and implementation of solutions to enhance internal controls assurance

#### Partnering and stakeholder management

- Own NFCM expertise, continuously enrich process knowledge through partnering with the PIN/PCA and NTO stakeholders, FCSG, and Operations community
- Lead initiatives that help driving a preventative approach in the risk and issue identification
- Ensure transparent, reliable and agile stakeholder management despite global complexity; being the interface between the FCC team and PIN/PCA GPOs

#### Continuous Improvement and digital innovation

- Identify opportunities for automation and the use of digital technology to improve financial compliance
  - Contribute to the implementation of digital tools and solutions for anomaly detection and control automation by partnering with dedicated teams.
  - Leverage data analytics and to enhance the detection of irregularities and ensure robust internal controls.
  - Stay abreast of technological advancements and industry best practices in digital audit techniques and tools
- Foster a culture of continuous improvement and proactive risk management.

## People Management

- This role does not involve direct reports; however, mentoring and providing guidance to Global FCC Process Expert deputies is expected.
- Foster a collaborative and inclusive team environment.

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

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.*

### **Key Requirements:**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Certified Public Accountant (CPA), Certified Internal Auditor (CIA)
- Minimum of 7-10 years of experience in internal audit, compliance, or related fields. Previous experience or focus on production, inventory management and product cost accounting.
- Experience in complex, multinational business setup ideally in Pharma and shared services industry
- In-depth knowledge of internal controls, risk management, and financial compliance requirements related to production, inventory management and product cost accounting processes
- Strong understanding of SOX requirements.
- Good knowledge of SAP and MS Office
- Excellent analytical, problem-solving, and communication skills.
- Proven ability to manage multiple projects and meet deadlines.
- Project management skills and international experience, ability to work cross functional
- Experience in standardization and harmonization of processes and controls
- Good communication and interpersonal skills to motivate others
- Proficient in English both written and spoken

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