

# Novartisov dvoletni rotacijski program za finančnike (m/ž/d) / Novartis Two-Year Finance Rotation Program (m/f/d)

Job ID

REQ-10021330

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## Résumé

Lokacija: Ljubljana, #LI-Hybrid

Novartis v Sloveniji odpira vrata obetavnim študentom ekonomije in financ!

Ponujamo edinstveno priložnost spoznavanja različnih finančnih področij skozi Novartisov dvoletni razvojni program, ki vam bo dal vpogled v različne vidike financ. Dobili boste splošen pregled nad finančnimi procesi in relevantnimi deležniki, s poudarkom na poslovnem načrtovanju in analizi ter finančnem poročanju in računovodstvu.

Si želite delati v okolju, ki ceni sodelovanje, integriteto, inovativnost in pogum? Iščete priložnost za razvoj ključnih funkcionalnih znanj in veščin na finančnem področju? Imate željo po nadaljevanju kariere v farmacevtski industriji? Če je vaš odgovor pritrdilen, ste morda prav vi študent, ki bo obogatil našo ekipo!

Location: Ljubljana, #LI-Hybrid

Novartis in Slovenia is opening its doors to promising students of economics and finance!

We are offering a unique opportunity to learn about different financial areas through Novartis' two-year development program, which will give you insight into various aspects of finance. You will gain a general overview of the financial processes and relevant stakeholders, with an emphasis on business planning and analysis, as well as financial reporting and accounting.

Do you want to work in an environment that values collaboration, integrity, innovation and courage? Are you looking for the opportunity to develop key functional knowledge and skills in financial field? Do you have a desire to continue your career in the pharmaceutical industry? If your answer is yes, you may be the student who will enrich our team!

## About the Role

**Vaše ključne odgovornosti:**

- a) Finančno poročanje in računovodstvo
- Računovodstvo nabave (matični podatki, obdelava računov, stanja dobaviteljev, komunikacija z dobavitelji itd.),
- Računovodstvo strank (matični podatki, stanja strank, komunikacija s strankami itd.),
- Upravljanje gotovine (obdelava plačil in bančnih izpiskov, komunikacija z bankami itd.),
- Knjigovodstvo glavne knjige (obdelava dnevnika, kontrola knjig, priprava računovodskih izkazov, računovodsko poročanje, itd.),
- Finančna skladnost in nadzor,
- Računovodstvo zalog (matični podatki, računovodstvo proizvodnje, vrednotenje zalog),
- Knjigovodstvo osnovnih sredstev (pregled investicij v teku, obračun opredmetenih in neopredmetenih sredstev, komunikacija s tehničnim osebjem, obračun amortizacije).
- b) Poslovno načrtovanje in analiza
- Priprava poslovnih analiz za podporo odločanju, vključno s pripravo analiz za oceno tveganj in priložnosti s pripravo priporočil za obvladovanje identificiranih tveganj,
- Finančno spremljanje in merjenje uspešnosti poslovanja ter priprava analiz, standardnih in ad hoc računovodskih poročil,
- Priprava finančnih načrtov za potrebe letnega proračuna, popravki letnih planskih ocen in mesečna kratkoročna napoved,
- Izračun letnih standardnih cen izdelkov, analiza odstopanja dejanskih cen od standardnih cen in izračun medletnih sprememb cen,
- Priprava investicijskih predlogov in ocena različnih poslovnih primerov za investicije.

Sodelovali boste pri:

- Obdelava računovodskih poslov in/ali priprava finančnih analiz in poročil,
- Komunikacija in sodelovanje z domačimi in tujimi poslovnimi partnerji,
- Priprava dokumentacije in poročil s področja računovodstva ter poslovnih analiz in načrtovanja,
- Analiza podatkov in poročanje o rezultatih v okviru notranjih kontrol
- Sodelovanje z drugimi oddelki in pridobivanje znanja na različnih finančnih področjih.

#### **Vaš doprinos k delovnem mestu:**

- Zadnji letniki ali nedavni diplomanti podiplomskega študija ekonomije, financ in poslovanja ali drugega ustreznega področja (npr. računovodstvo in revizija, IMB, matematika itd.),
- Zanimanje za delo na finančnem in računovodskem področju v mednarodnem okolju,
- Dobro poznavanje orodij Microsoft Office (Excel, Word, PowerPoint),
- Odlično znanje angleščine,
- Natančnost, komunikativnost, proaktivnost, pozitivna energija, želja po učenju in izboljšanju procesov ter analitično razmišljanje.

Z izbranim kandidatom bomo sklenili delovno razmerje za določen čas, z možnostjo sklenitve pogodbe za nedoločen čas po izteku programa.

Prijave z življenjepisom v angleškem in slovenskem jeziku lahko oddate preko spletne povezave.

#### **Zakaj Novartis?**

Naš namen je soustvarjati medicino za izboljšanje in podaljševanje življenja ljudi, naša vizija pa je postati najbolj cenjeno in zaupanja vredno farmacevtsko podjetje na svetu. Kako lahko to dosežemo? S pomočjo naših ljudi. Prav naši sodelavci nas vsak dan spodbujajo, da dosežemo svoje ambicije. Postanite del te misije

in se nam pridružite! Več na spodnji povezavi: <https://www.novartis.com/about/strategy/people-and-culture>

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

### **Pridružite se naši mreži Novartis:**

V kolikor se ne prepoznate v zgornjem opisu delovnega mesta, vas vabimo, da se vpišete na spodnji povezavi v Novartisovo bazo talentov saj lahko tako vašo vlogo upoštevamo za podobne pozicije v prihodnosti:

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

### **Major accountabilities:**

- a) Financial reporting and accounting
- Procurement accounting (master data, invoice processing, supplier balances, communication with suppliers, etc.)
- Accounting of customers (master data, customer balances, communication with customers, etc.)
- Cash management (processing payments and bank statements, communication with banks, etc.)
- General ledger accounting (journal processing, book control, preparation of financial statements, financial reporting, etc.)
- Financial compliance and controls
- Inventory accounting (master data, production accounting, stock valuation)
- Accounting of fixed assets (overview of ongoing investments, accounting of tangible & intangible assets, communication with technical staff, depreciation accounting)
  
- b) Business planning and analysis
- Preparation of business analyses to support decision-making, including the preparation of analyses to assess risks and opportunities by preparing recommendations for the management of identified risks
- Financial monitoring and measurement of business performance and preparation of analyses, standard and ad-hoc financial reports
- Preparation of financial plans for the needs of the annual budget, corrections of annual plan estimates and monthly short-term forecasting
- Calculation of annual standard product prices, analysis of the deviation of actual prices from standard prices and calculation of year-on-year price changes
- Preparation of investment proposals and assessment of various business cases for investments.

You will be involved in:

- Processing accounting transactions and/or preparing financial analyses and reports
- Communication and cooperation with local and foreign business partners
- preparation of documentation and reports in the field of accounting and business analyses and planning,
- Data analysis and reporting of results within the framework of internal controls
- Cooperation with other departments and gaining knowledge in various financial areas.

## Essential Requirements:

- Last year or recent graduates of postgraduate studies in economics, finance and business or other relevant field (i.e. accounting and auditing, IMB, mathematics, etc.),
- Interest to work in the financial and accounting field in international environment,
- Good knowledge of Microsoft Office tools (Excel, Word, PowerPoint),
- Excellent knowledge of English,
- Precise, communicative, proactive and who stand out with their energy, desire to learn and improve processes, and analytical thinking.

We offer temporary employment for the duration of the Novartis Development Program and possibility of permanent employment after the end of the program.

You are kindly invited to submit your application in English language, including CV.

## 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:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being, Unlimited learning and development opportunities.

## Commitment to Diversity and Inclusion:

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

## 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

Innovative Medicines

Emplacement

République de Slovénie  
Site  
Ljubljana  
Company / Legal Entity  
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Functional Area  
Audit et Finance  
Job Type  
Full time  
Employment Type  
Temporary (Fixed Term)  
Shift Work  
No  
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## Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@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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