

# Vodja računovodstva (m/ž/d) / Record to Report Manager (m/f/d)

Job ID

REQ-10029474

nov 13, 2024

République de Slovénie

## Résumé

Lokacija: Ljubljana, #LI-Hybrid

Vabimo izkušenega, motiviranega in profesionalnega računovodskega navdušenca, da se nam pridruži v vlogi vodje računovodstva! V tej vlogi boste odgovorni za vodenje, razvoj in upravljanje procesov s področja računovodstva predstavništev z namenom zagotavljanja pravočasnih in kakovostnih računovodskih informacij. Podpirali boste vsa vodstva družb z računovodskimi podatki, koordinirali dela oddelka in skrbeli za izpolnitev nalog in ciljev. Sodelovali boste pri pripravi računovodskih izkazov in poročil za državne in druge institucije, skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Skrb za vodenje in razvoj sodelavcev.

Pridružite se naši neverjetni ekipi v Novartis Slovenija in postanite del podjetja, ki preoblikuje medicino!

Location: Ljubljana, #LI-Hybrid

We are welcoming a highly experienced, motivated and professional accounting enthusiast, to join us in the role of an Record to Report Manager! In this role you will be responsible for the leadership, development and management of accounting processes for representative offices with the purpose of providing timely and quality accounting information. You will support all the management teams in the company with accounting data, coordinate department's operations, and take over the responsibility for the execution of tasks and attainment of objectives. You will participate in the compilation of financial statements and reports for governmental and other institutions, in accordance with the law, internal regulations, Good Practices, and business objectives.

Join our outstanding team in Novartis Slovenia and become part of a company that is reimagining medicine!

## About the Role

### Vaše ključne odgovornosti:

- Vodenje oddelka, vključno z postavljanjem prioritet pri aktivnostih in resursih.
- Nenehno izboljševanje računovodskih procesov, vključno z usklajevanjem z globalnimi računovodskimi procesi.
- Visoko kakovostno notranje in zunanje računovodstvo in poročanje (MSRP, NAM, SRS), skladno in

pravočasno za vsa predstavništva, ki jih podpira FSC.

- Ocenjevanje in usklajevanje računovodske obravnave poslovnih dogodkov.
- Pravilno časovno evidentiranje poslovnih dogodkov za prihodke in odhodke (cutoff).
- Vodenje matičnih podatkov (npr. kontni načrt).
- Odnosi z zunanjimi revizorji.
- Odgovornost za osebni in strokovni razvoj ter za koordinacijo in razvoj sodelavcev, za optimizacijo procesa, odkrivanje in razreševanje težav, ki nastanejo med delom

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

- Aktivno znanje angleškega jezika.
- Večletne delovne izkušnje s področja računovodstva.
- Univerzitetna izobrazba ekonomskofinančne ali druge ustrezne smeri.
- Napredno poznavanje Microsoft orodij.
- Natančnost, samoiniciativnost, proaktivnost, odzivnost ter izrazite komunikacijske in vodstvene sposobnosti.
- Prilagodljivost za delo v hitrem, hitro spreminjajočem se delovnem okolju in sposobnost delovanja v globalnem matričnem okolju.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen čas s poskusno dobo 6 mesecev.

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:**

- Leadership of the department, including prioritization of activities and resources.
- Continuous improvements of accounting processes, including alignment with global accounting processes.

- High-quality, compliant and timely internal and external accounting and reporting (MSRP, NAM, SRS) for all the representative offices supported by the FSC.
- Assessment and reconciliation of the tax treatment of business events.
- Accurate recording of business events for revenues and expenditure according to time (cut-off).
- Management of master data (e.g. Chart of Accounts).
- Relations with external auditors.
- Responsibility for personal and professional development, and for the coordination and development of associates, for process optimization, identification and management of issues occurring during work

### **Minimum Requirements:**

- Active and fluent in English,
- Several years of experience in accounting,
- University degree in economics and finance or other equivalent degree ,
- Knowledge of Microsoft Office,
- Accuracy, self-initiative, pro activeness, responsiveness and strong communication skills,
- Flexibility to work in a fast paced, quickly changing work environment and ability to operate in a global matrix environment.

We offer permanent employment, with 6 months of probation period.

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

CTS

Emplacement

République de Slovénie

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Audit et 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 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.

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