

Global ESG Reporting Operations and Consolidation Manager

Job ID
REQ-10053149

6月 02, 2025

Czech Republic

摘要

The Global ESG Reporting Operations and Consolidation Manager oversees the accuracy, integrity, and timely flow of ESG (Environmental, Social, and Governance) data between source systems and the ESG reporting platform. This role ensures the platform is properly maintained for reliable calculations and reporting, supports users, and enhances reporting capabilities. Acting as a liaison between the ESG Reporting Team, Systems Lead, and technical teams, the manager plays a key role in aligning reporting with evolving non-financial standards. The position is critical in safeguarding against material errors in external ESG disclosures and contributes to sustainable business growth by delivering meaningful ESG insights.

About the Role

Key Responsibilities:

- Manage the day-to-day operations of ESG Reporting Systems, its interfaces and data flow including

proper system reconciliation, data calculation and dashboard update, meeting all business timelines and information / analytics needed.

- Responsible for uploading and reconciling manual data files into the ESG Reporting platform. Partner with Global / Local ESG Reporting Teams and internal customers to effectively analyze ESG performance, perform global/local closing process and recommend areas for improvement and support in providing timely reports to monitor ESG results and compliance.
- Ensure innovative ways to answer key business questions by leveraging existing data sets or creating new ones as well as support deep dive analysis by providing underlying data. Facilitate global adjustment processing and reflection in ESG reporting platform.
- Provide input for system improvements and necessary platform adjustments due to new ESG indicators, changed organizational structure, new requirements etc. with IT and Global ESG Reporting Systems Lead.
- Support various ESG related improvement projects which vary depending on priority needs, ESG benchmarking and ESG initiatives, including improvements to the ESG Reporting closing decks
- Support ESG Reporting team with data for deep dive analysis and explore use cases for AI, smart analytics and machine learning for ESG data.
- Ensure controls in standard processes are in line with the defined ESG controls framework. Support the internal and external audit processes.
- Collaborate with FRA Controls & Compliance teams to ensure process compliance while continuously improving, simplifying, and automating controls whenever possible.
- Monitor ESG related external and internal audit issues relating to the standard processes and controls and ensure timely completion of action plans. Control owner of all ESG Reporting systems related operational controls.
- Role model a leadership style which is inclusive, proactive, respectful, change agile, innovative/creative and results driven with strong customer focus and high integrity as well as build and develop ESG talents and ensure training delivery for relevant ESG areas globally.

Key Requirements:

- Bachelor ' s or Master ' s degree in Business, Economics, or equivalent.
- Proficiency in spoken and written English.
- 5-7+ years in finance, accounting, or management reporting.
- Hands-on experience with reporting solutions.
- Familiarity with ESG reporting and regulations is a plus.
- Experience in audit assurance, compliance, and internal control frameworks.

- Strong project and change management capabilities.
- Proven ability to work independently and collaboratively in multicultural/international settings.
- Proficient in Qlik Sense, Formula1, or similar data warehouse tools.
- Deep understanding of data warehouse concepts. Advanced Excel and MS Office skills.

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 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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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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部门
Finance

Business Unit
Universal Hierarchy Node

地点
Czech Republic

站点
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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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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