

Accounting Manager

Job ID
REQ-10054010

6月 12, 2025

Switzerland

摘要

Location: Basel, Switzerland #LI-Hybride

About the role: The Accounting Manager is responsible for Financial Reporting & Accounting of various Swiss based Novartis legal entities and mainly focus on Statutory accounting (Swiss GAAP) and monthly financial reporting (FCRS). This role serves as a key resource for statutory accounting and works closely with the NOCC and FRA R2R Swiss teams, Group/Swiss Tax, and business units. This collaboration ensures appropriate statutory accounting treatments and year-end statements. Beyond this the Accounting Manager will design, automate and implements processes related to US tariffs documentation requirements for Finance, ensuring end-to-end service delivery. This role guarantees the quality and effectiveness of these processes, ensuring that systems, documentation, compliance, and reporting are in place.

You will be responsible but not limited to:

About the Role

- Ensure complete and accurate accounting during monthly close process and general ledger accounting activities throughout the month
- Provide input to the accounting of complex and specific transactions, including documentation in Accounting Position Papers (APPs)
- Provides functional guidance from an accounting perspective for business transactions. Interacts proactively within FRA/NOC and Divisions to ensure accurate accounting and financial reporting
- Ensure high quality and timely monthly (FCRS) reporting, prepare timely Statutory reporting
- Manage the execution of strategies for US tariff project. Has the operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions
- Communicate effectively with stakeholders, providing regular updates on project status and addressing any issues that arise.
- Lead and manage project teams to deliver projects successfully. Develop and implement project plans, including timelines, budgets, and resource allocation.
- Ensures all processes, policies and procedures are clearly defined, fully documented
- Ensure compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements; ensure all processes and procedures are defined and documented in Standard Operating Procedures (SOPs), ensure adherence of processes to this standard, perform controls, follow up on deviations, put remediations plans in place if deemed necessary
- Drives and monitors improvements to sustain a highly effective and efficient accounting and reporting process, and realizes cost reduction opportunities including areas to harmonize and standardize processes
- Contribute to Global initiatives, such as the Global SAP S/HANA implementation Lean Digital Core ("LDC")

Minimum Requirements:

- University degree in Business Administration / Economics/Finance or Chartered Accountant
- Preferred: Swiss Certified Public Accountant or Swiss Expert in Financial and Managerial Accounting and Reporting
- Overall relevant work experience of 5-8 years. Strong technical competence acquired in: Audit and Financial Reporting & Accounting: minimum 3 year Big 4 and/or Public Accounting experience
- Demonstrated ability to work effectively in a multi-national organization
- Experience in managing projects driving performance improvements
- IFRS / Swiss Statutory reporting knowledge
- SAP skills

Benefits and rewards:

Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally:

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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.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@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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部门
Finance

Business Unit
CTS

地点
Switzerland

站点

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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