

## Finance Master Data Head Prague

Job ID  
REQ-10061460

9月 04, 2025

Czech Republic

### 摘要

GFMD (Global Finance Master Data) Head in NOCC (Novartis Corporate Center) role provides quality services to Novartis Group entities and is responsible for supervising the correct execution of the maintenance of master data used in Novartis, for Finance and Controlling Master Data and Customer Master Data. GFMD Head in NOCC is responsible for oversee and ensure the completeness of the daily operations, high quality of the service as well as timely processing of the master data changes for one of the two subprocess towers (CMD, FI CO).

This role leads the entire GFMD organization based in the NOCC and is the ultimate responsible for the proper performance of the GFMD Team (Team Leads/Managers, Master data specialists and Senior Master data specialist), ensuring the completeness of the master data end to end process within NOCC. The GFMD Head in NOCC also serves as a representative of GFMD organization in the NOCC FRA LT.

The associate is accountable for ensuring that the responsibilities of the entire team are fulfilled and managed in accordance with defined data standards and operating procedures. This includes ensuring all necessary master data is available, accurate and compliant for supporting the Finance Function to improve the reporting and operational performance, compliance.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Lead the GFMD in NOCC organization towards the process excellence and compliance ensuring that the all master data operation within the system of record (e.g. SAP), is fully completed and that the GFMD team is performing by following the Novartis Finance Core
- Promote Talent Development by participating in Talent Review, promote Novartis, Finance and FRA Core Values, Training initiatives, identify and empower key talents in the team, coordinate and ensure the complete onboarding of team members, to have a proper learning curve and motivated team.
- Close collaboration with GFMD NOCC Heads worldwide, Data Governance, Data Management and Quality teams, on top of the collaboration within other FRA Pillars in NOCC.
- Ensure that applicable policies, processes, and procedures are fully documented and consistently applied through the master data management lifecycle. Ongoing Risk monitoring, identifying, highlighting and solving the identified risks
- Responsible for having process documentation for master data objects and share processes and technical knowledge with team members, locally and globally
- Ensure that any guidelines, enhancements to existing procedures and escalation paths are properly followed for the execution of master data management activities
- Deliver quality and productivity targets as well as contribute to the achievement of master data performance and quality standards as per defined SLAs
- Ensure application of agreed Novartis control procedures and actively supports to deliver SOX certification

### Essential Requirements:

- University level degree in Business Administration/ Economics/Finance or IT related fields
- Fluent in English both written and spoken, excellent communication skills
- Relevant years of experience, with good functional exposure to finance processes (accounting, reporting, tax, treasury, forecasting ) from a finance master data management

perspective

- Leadership roles and team development experience
- Master data concept knowledge and master data application set up.
- SAP knowledge: experience in SAP ECC and Business Warehouse. Familiarization with SAP MDG,
- Conceptual thinking and ability to align specific functional requirements with the overall MDM strategy
- Good track of people management 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); Car Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services:

<https://www.novartis.cz/>

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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>

部门  
Finance

Business Unit  
CTS

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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