

R2R & BPA Analyst

Job ID
REQ-10061657

9月 25, 2025

Portugal

摘要

31! That's the number of days that you'll have to make an impact on month-end reporting. R2R & BPA Analyst will provide support on both R2R and BPA activities with impact on statutory and tax compliance and reporting in compliance with local and group regulations and policies and on management P&L. This position will collaborate with NOCC (Novartis Corporate Center) and Commercial business partners to ensure reporting, tax, statutory compliance and management business and leads continuous improvement projects to provide highly effective and efficient processes.

About the Role

Performance Management and Service Delivery

R2R (time allocation of 50%)

Works closely with the R2R team to support tax compliance activities related management, namely ensuring:

- statistic inquiries filling and submission
- tax returns preparation file, analysis and forms draft filling,
- managing caution insurances issuance,
- support on statutory audit files gathering to share with the auditors,

BPA (time allocation of 50%)

Works closely with Business Planning & Analysis (BPA) team to provide strategic and insightful value-added analysis and decision support to the business partners, namely ensuring:

- effective and timely delivery of recurring or ad-hoc financial information and management reports
- pro-active cross-functional liaison with the Financial Reporting & Accounting (FRA) and business teams
- monthly accurate cost recognition and FTEs per Cost Object
- contribution to the continuous improvement of the BPA function and the value it brings to the organization

Compliance

- Ensures all processes, policies and procedures are clearly defined, fully documented and aligned with the IFRS and local statutory of accounting principles as well as Finance Core and Novartis Accounting Manual
- Ensures compliance with local GAAP and Novartis Financial Controls Manual (NFCM)
- Promotes a strong control environment, follows up on allocated audit issues and implements correcting measures

People

- Actively supports the collaboration with the NOCC and other in-country business partners by being inclusive, proactive, respectful, and results driven in alignment with Novartis values and behaviors
- Acts service oriented to deliver a high-performing organization and contributes to improvements/standard solutions while cultivating customer service focus culture.

Key Performance Indicators

- High quality and timely management of the designated task
- Stable services close collaboration with NOCC and no control issues
- Convergence to Finance Core and Novartis Accounting Manual
- Reliable and consistent analysis performance

Ideal Background

Education (minimum/desirable): University level degree in Business Administration/Economics/Finance

Languages: English (written and spoken mandatory)

Experience:

- 2-3+ years of financial experience, with in-depth reporting and tax expertise
- Ability to work effectively in a multinational and matrix organization
- SAP expertise and MS Office applications
- Previous relevant experience in reporting, statutory and IFRS accounting
- Experience in the pharmaceutical industry is preferred

Required Competences:

- Accountability
- Operational excellence
- Curious mindset
- Communication
- Collaboration
- Pro-activeness
- Open and critical mind
- Team player

Skills & knowledge:

- SNC and Tax knowledge and experience
- Analytical skills

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部门
Finance

Business Unit
Universal Hierarchy Node

地点
Portugal

站点
Sintra

Company / Legal Entity
PT05 (FCRS = PT005) PT Pharma

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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