

Senior Source to Pay Business Partner

Job ID
REQ-10062105

9月 12, 2025

Czech Republic

摘要

#LI-Hybrid
Location: Prague, Czech Republic

This position is responsible for overseeing the Business Partner relationship for P2P, serving as a P2P expert and key business liaison to drive compliant business processes in aligned countries with high complexity. This role is will collaborate with internal Novartis GPO, Spokes, customers and external suppliers to lead operational excellence as well as process and system efficiency initiatives, while maintaining controls and reporting.

About the Role

This contract is for limited period of time (maternity cover).

Key Responsibilities:

- Collaborate with P2P BP Organization to provide support to operational team & in country organization
- Contribute to ongoing development to ensure value delivery is sustainable
- Analyze data to make fact-based recommendations to drive process efficiencies
- Proactively provide resolution of parked/unprocessed/unposted/blocked/unpaid items to enable their inclusion in the payment run
- Proactively work with business to provide customer-oriented support for incoming queries and issues from Novartis stakeholders
- Support and engage in Continuous Improvement and Harmonization of transitioned activities with aim on best practices and efficiency increase
- Goods Receipt / Invoice Receipt and timely clearing of GRIR account

Essential Requirements:

- 6+ years of relevant experience in similar position
- Knowledge of Accounts payable processes
- SAP Knowledge
- English on a professional level, Spanish would be plus
- Demonstrated ability to work effectively in a multi-national, matrix organization

Benefits & Rewards (Applicable for Prague)

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/>

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.

Accessibility and accommodation (Applicable for Prague)

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 order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

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
Temporary (Fixed Term)

Shift Work
No

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2. <https://www.novartis.com/about/strategy/people-and-culture>
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