

Analitik v oddelku Upravljanje denarnih sredstev (m/ ž /d) / FRA Analyst in Treasury and Cash Management Department (m/f/d)

Job ID
REQ-10064389

10月 13, 2025

Slovenia

摘要

#LI-Hybrid

Lokacija: Ljubljana, Slovenija

Ta vloga ima sedež v Ljubljani, v Sloveniji. Novartis ne more ponuditi podpore pri selitvi za to vlogo: prijavite se le, če je ta lokacija dostopna za vas.

Stopite v vlogo, kjer vaš finančni znanje ustvarja resničen vpliv. Kot analitik v oddelku za upravljanje denarnih sredstev boste v središču finančnega poslovanja Novartisa – zagotavljali boste natančnost, vpogled in inovacije pri vsakem postopku. Sodelovali boste s timi, prispevali k globalnim pobudam in oblikovali pametnejše odločitve z natančnim poročanjem in optimizacijo sistemov. Če ste pripravljeni razvijati svojo kariero v dinamičnem okolju, usmerjenem k ciljem, je to vaš priložnost, da naredite razliko.

This role is based in Ljubljana, Slovenia. Novartis is unable to offer relocation support: please only apply if accessible.

Step into a role where your financial expertise drives real impact. As a FRA Analyst in our Treasury and Cash Management department, you 'll be at the heart of Novartis ' financial operations—ensuring precision, insight, and innovation in every transaction. You 'll collaborate across teams, contribute to global initiatives, and help shape smarter decision-making through accurate reporting and system optimization. If you're ready to grow your career in a dynamic, purpose-driven environment, this is your opportunity to make a difference.

About the Role

Ključne odgovornosti

- Odgovornost za izdelavo računovodskih obračunov.
- Odgovornost za kontrolo in obdelavo knjigovodskih listin.
- Sodelovanje pri pripravi računovodskih izkazov.
- Sodelovanje pri optimizaciji, implementaciji in razvoju sistemov ter globalnih projektih.
- Realizacija plačil v SAP sistemu in preko elektronskega bančništva.
- Planiranje denarnih sredstev.
- Procesiranje in usklajevanje bančnih izpiskov v SAP in e-bančništvu.
- Priprava dokumentacije za poročanje, revidiranje ter pomoč pri pravilnikih.
- Analiziranje podatkov in poročanje rezultatov v okviru notranjih kontrol.

Ključne zahteve

- Visoko šolska izobrazba ekonomsko-finančne ali sorodne smeri.
- Znanje angleškega jezika.
- Poznavanje orodja Microsoft Office.
- 1 leto izkušenj na področju računovodstva ali knjigovodstva.

Zaželenе zahteve

- Poznavanje mednarodnih računovodskih standardov.
- Izkušnje s SAP.

Z izbranim kandidatom bomo sklenili delovno razmerje za nedoločen čas s poskusno dobo 6 mesecev. Prijavo oddajte z živiljenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje: Konkurenčen plačnik paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni živiljenja), številne priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključnosti. Novartis si prizadeva ustvariti izjemno, vključujočo delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Dostop in prilagoditve: V Novartisu si prizadevamo k vključnosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusionslo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

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Key Responsibilities

- Prepare and execute accurate accounting calculations.
- Review and process bookkeeping documents with precision.
- Support the preparation of financial statements.
- Contribute to system optimization and global treasury projects.
- Execute payments via SAP and electronic banking platforms.
- Plan and manage cash flow activities.
- Reconcile bank statements using SAP and e-banking tools.
- Prepare documentation for internal/external reporting and audits.
- Analyze financial data and report findings for internal controls.

Essential Requirements

- University degree in finance, economics, or a related field.
- Proficiency in English for professional communication.
- Familiarity with Microsoft Office tools.
- Minimum one year of experience in accounting or bookkeeping.

Desirable Requirements

- Familiarity with international accounting standards.
- Experience working with SAP systems.

We offer permanent employment with 6 months of probation period. Submit your application with the CV in Slovenian and English language.

Benefits and Rewards: Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Well-being),

Unlimited learning and development opportunities.

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: Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversity.inclusionslo@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
Universal Hierarchy Node

地点
Slovenia

站点
Ljubljana

Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

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