

Poslovni partner za področje investicij in osnovnih sredstev (m/ž/d) / Fixed Assets Business Partner (m/f/d)

Job ID
REQ-10065669

10月 30, 2025

Slovenia

摘要

#LI-Hybrid

Location: Ljubljana, Slovenia

Pustite svoj pečat v financah, kjer natančnost sreča namen. Prevezmite vlogo, kjer vaše strokovno znanje zagotavlja pravilno in skladno računovodsko obravnavo investicij ter upravljanje osnovnih sredstev. Kot Poslovni partner za področje investicij in osnovnih sredstev boste usmerjali deložnike, zagotavljali natančno računovodsko obravnavo ter soustvarjali strateške rezultate v Novartis 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.

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Make your mark in finance where precision meets purpose. Step into a role where your expertise ensures accurate and compliant accounting treatment of investments and effective management of

fixed assets. As a Fixed Assets Business Partner, you 'll guide stakeholders, ensure accurate accounting, and help shape strategic outcomes across Novartis Slovenia.

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

About the Role

Va š e ključne odgovornosti:

- Pregledovanje investicij z vidika pravilne računovodske obravnave in skladnosti.
- Svetovanje deležnikom glede računovodskih procesov za osnovna sredstva in investicije.
- Skrb za pravilno računovodenje po zaključku investicij, ko so sredstva razpoložljiva za uporabo.
- Koordinacija letnega popisa osnovnih sredstev in skrb za točnost registra.
- Priprava izračuna investicijske olajšave za kvartalno in letno poročanje.
- Sodelovanje z revizorji in internimi ekipami pri finančnih pregledih.
- Izboljševanje poslovnih procesov in notranjih kontrol.
- Izobraževanje deležnikov, ki sodelujejo pri investicijah in osnovnih sredstvih.
- Priprava rednih in ad-hoc finančnih poročil in analiz za podporo strateškim in operativnim odločitvam na globalni in lokalni ravni.

Va š doprinos k delovnem mestu:

- Visoko šolska izobrazba s področja financ, ekonomije ali poslovne administracije.
- Najmanj 5 let izkušenj na finančnem področju.
- Aktivno znanje angleškega jezika (pisno in ustno).
- Dobro razumevanje računovodstva investicij in osnovnih sredstev.
- Odlično poznavanje Excel-a, vključno z uporabo naprednih funkcij (npr. vrtilne tabele, formule, povezovanje med listi, povezovanje podatkov).
- Dobro poznavanje računovodskih standardov (MRS/IFRS) in njihove uporabe v praksi.

Zaželeno izkušnje:

- Izkušnje z uporabo programa SAP ali drugih finančnih sistemov.
- Sposobnost sodelovanja z različnimi ekipami in deležniki.

Z izbranim kandidatom bomo sklenili delovno razmerje za določeno čas, s poskusno dobo 3 mesecev. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Ugodnosti in nagrajevanje: Konkurenčen plačni 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, vključujoče 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:

- Review investment items to ensure correct accounting treatment and compliance.
- Advise stakeholders on accounting processes for fixed assets and investments.
- Ensure accurate accounting after investment completion when assets become operational.
- Coordinate annual fixed asset count and maintain asset register accuracy.
- Prepare investment tax allowance calculations for quarterly and annual reporting.
- Collaborate with auditors and internal teams to support financial reviews.
- Drive improvements in business processes and internal controls.
- Educate stakeholders involved in investment and asset processes.
- Preparation of regular and ad-hoc financial reports and analyses to support strategic and operational decision-making at both global and local levels.

Essential Requirements:

- University degree in Business Administration, Economics, or Finance.
- Minimum 5 years of experience in financial roles.
- Fluent in written and spoken English.
- Strong understanding of investment and fixed asset accounting.
- Excellent knowledge of Excel, including the use of advanced functions (e.g. pivot tables, formulas, linking between sheets, data connections).
- Good understanding of accounting standards (IAS/IFRS) and their practical application.

Desirable requirements:

- Familiarity with SAP or similar financial systems.

- Ability to collaborate across teams and communicate with diverse stakeholders.

We offer temporary 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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