

P2P Associate - 50% (f/m/d)

Job ID
REQ-10065948

11月 07, 2025

Austria

摘要

#LI-Hybrid
Location: Schafftenau, Austria

Please note: This is a temporary position for the duration of 1 year.

This role is all about turning numbers into insights that drive smart decisions. You ' ll play a key part in ensuring financial data is accurate, compliant, and delivered on time, while supporting managers and senior colleagues with analysis that shapes reporting and projects. If you enjoy working with details that make an impact, this position offers the perfect opportunity to contribute to critical financial processes.

About the Role

Key Responsibilities:

- Provide analytical support to managers in matters related to FSC activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support financial, reporting and accounting processes.
- Contribute to the preparation of analysis and reports with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Support the preparation of reports on relevant facts and figures findings for internal and external reporting in a timely and accurate manner.
- Support the preparation of written project proposals, analytical reports, and presentations.
- Contribute to the maintenance of accurate and timely fixed asset information in the fixed asset register and provide support on the general ledger as required.
- Provide assistance to Finance Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Essential Requirements:

- Solid understanding of financial accounting principles and experience supporting financial activities
- Strong customer service orientation for both internal and external stakeholders (including in-house departments and external suppliers), demonstrating a friendly and proactive approach
- Ability to perform accurate data analysis and prepare reports with emphasis on timeliness, compliance, and attention to detail
- Experience using MS Excel
- Proficiency in English and German (written and spoken)

You ' ll receive:

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 47,532.24/year (on a full-time basis). We also offer a potential market oriented excess payment in line with your experience and qualifications. We are open for part-time and job-sharing models and support flexible and remote working where possible.

Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

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>

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部门
Finance

Business Unit
CTS

地点
Austria

站点
Schaftenaus

Company / Legal Entity
AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH

Functional Area
Audit & Finance

Job Type
Part time

Employment Type

Temporary (Fixed Term)

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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