

Global Mobility and Rewards Billing Manager

Job ID
REQ-10066078

11月 05, 2025

Czech Republic

摘要

Position involves managing financial operations and conducting financial audits of various types of relocation costs associated with our Global Mobility and Total Rewards programs. The successful candidate will be responsible for designing and implementing effective models for complex global vendor invoicing in conjunction with the Rewards stakeholders, P2P, R2R, Group Tax, and Treasury departments. Apart from managing the invoicing process, another key aspect of this role is ensuring compliance and efficacy of our internal cost allocation models

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to

- Responsible for globally consistent, end to end invoicing process for Global Mobility & selected Global Rewards vendors, including budgeting and PO creation, managing audit, approval and goods receipt of vendor costs, total spend reporting and cost allocation to the appropriate Novartis legal entities.
- Is the first point of escalation for queries from internal teams or 3rd parties in respect of these processes. Manages and resolves escalations from GM team, NVS LEs, Global vendors etc.
- This role requires a thorough understanding of global mobility guidelines and policies, and the ability to apply this knowledge to address various inquiries regarding global mobility processes and costs. You will serve as a reliable resource, providing quality responses and guidance to local business owners navigating their unique challenges.
- Responsible for managing GM pass-through cost centers, working closely with BPAs to ensure that the cost centers are cleared on a monthly, quarterly and annual basis. Includes preparing cost allocation journal entries, managing ICSI invoicing, cost center reconciliations, etc.
- Monitors appropriate vendor KPIs and service delivery standards, working with GM Finance leads to undertake root cause analysis and implement remediation plans where KPIs are not met
- Delivering review and endorsement process of vendor pre-invoicing reports (PIR), ensuring services provided are in accordance with Novartis Global Mobility & Global Rewards program policies and agreed vendor fee arrangements.
- Takes an active role in leading continuous improvement initiatives within NBS P&O and Rewards, which will contribute to enhancing operational effectiveness and meeting business goals. Is able to challenge the status quo and bring potential solutions and a different point of view

Essential Requirements:

- Excel, Word, PowerPoint, SAP knowledge
- Relevant years of experience in the field of P2P, Financial Accounting
- Experience working with databases and data analysis
- Relevant years of experience in Rewards/Finance and multinational work environment
- Experience working with Managed Service Providers
- Ability to meet and being comfortable with strict deadlines
- High-level attention to detail

You 'll receive

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 Labor 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 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); MultiSport Card, Transportation Allowance. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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
People & Organization

Business Unit
Universal Hierarchy Node

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area
Human Resources

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work

No

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Accessibility and accommodation

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.

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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