

Global Finance Master Data - Customer Master Data Specialist

Job ID
REQ-10067408

11月 25, 2025

Czech Republic

摘要

GFMD Specialist role provides quality services to Novartis Group entities and is responsible for executing the maintenance of master data used in Novartis, on behalf of internal and/or external customers.

GFMD Specialist is responsible for the daily operations, high quality of the service as well as timely processing of the master data changes for Customer Master Data.

The associate ensures all necessary master data is available, accurate and compliant and providing regular and timely reporting to support NVS to enable improved performance, quality, compliance and cost reduction.

About the Role

Your responsibilities include, but are not limited to:

- Act as Subject Matter Expert of Customer Master Data - Create and update 3rd party customer master data in SAP/MDG-C according to requests received from stakeholders (types: create, update all fields, extend to company code, block/unblock, apply/remove deletion flags); Maintain direct debit (SEPA mandates) for the 3rd party customers
- Playing a crucial role in the global rollout of the S4Hana project by identifying opportunities for process optimization and standardization
- Being a point of contact for business users, providing necessary support and guidance regarding customer master data-related inquiries and requests
- Proactively challenge the status quo and comes up with making fact-based recommendations to drive continuous improvement
- Participate in meetings and will be an active joiner and presenter of Team meetings with other colleagues from Kuala Lumpur, Mexico, Hyderabad, Prague
- Participation in Global/Local projects
- Ensure that applicable policies, processes, and procedures are fully documented and consistently applied through the master data management lifecycle
- Support in KPI ' s and other analysis preparation

What you ' ll bring to the role:

- University Degree in Economics or Business Administration (or equivalent), specializing in Finance/Accounting/Auditing
- Some years of relevant experience
- Experience with Master Data
- SAP knowledge
- Familiarization with SAP MDG
- Good communication skills, leadership exposure
- Previous experience with operations of financial shared services
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Desirable skills in SharePoint / Power Automate / Power BI

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>

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

Finance

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

Regular

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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