

## Finance Master Data Junior Specialist

Job ID  
REQ-10072109

2月 17, 2026

Czech Republic

### 摘要

Global Finance Master Data (GFMD) Customer Master Data (CMD) Junior Specialist role provides quality services to Novartis Group entities and is responsible for supporting 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 and Finance and Controlling Master Data, to ensure master data is accurate, compliant and available for consumption in Finance and Commercial organization

Temporary contract: 12 month

### About the Role

Your responsibilities include, but are not limited to:

- Improve the understanding of the impact of the master data and the relationship within other areas in the company
- Processing all master data changes requested within the system of record (e.g. SAP), ensuring creation and maintenance of Customer and Finance Master Data Entities, attributes and hierarchies (Customer Master Data, Finance and Controlling Master Data including Intercompany, Internal Orders, WBS, Fixed assets), and any other data entity as defined by the Novartis Finance Core GFMD cycle
- Support ad-hoc global/local projects that can help the improvement of the GFMD process Operations
- Support business users and create guidelines to facilitate the navigation of Master Data Processes
- Ensure that applicable policies, processes, and procedures are consistently applied through the master data management lifecycle.
- Proactively challenge the status quo and come up with making fact-based recommendations to drive continuous improvement
- Escalate data issues (process and/or technical) and conduct data impact assessments to ensure data quality is maintained to agreed standards.
- Ensure application of agreed Novartis control procedures and actively supports to deliver SOX certification

#### What you ' ll bring to the role

- University level degree in Business Administration/ Economics/Finance/ Auditing or IT related fields
- Master Data / Finance experience preferred
- SAP knowledge preferred
- English on fluent level

#### 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 Cafeteria 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, Employee Share Purchase Plan. 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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

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  
Temporary (Fixed Term)

Shift Work

No

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function adjustKalturaPlayer() { var deviceWidth = window.innerWidth ||
document.documentElement.clientWidth || document.body.clientWidth; var mediaElement =
document.getElementById("kalturaplayer699488ccc7648680022388"); var mediaContainer =
mediaElement.closest('.nc-kaltura-media'); var originalWidth = "1200px"; var originalHeight = "674px";
var originalWidthValue = parseFloat(originalWidth); var originalHeightValue =
parseFloat(originalHeight); var mediaType = "video"; var isResponsive = false; // Get computed styles
of the container element. var parentStyles = window.getComputedStyle(mediaContainer); var
finalWidth = parseFloat(parentStyles.width); if (finalWidth  var config = { targetId:
"kalturaplayer699488ccc7648680022388", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false,
allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: { download: {
disable: true }, "playkit-js-transcript":{ position: "right", // Default: bottom;( ' left ', ' right', ' top ', 'bottom' ) to
enable transcript. expandMode: "over", // Default: alongside;( ' alongside', ' hidden ', 'over' )
expandOnFirstPlay: false, showTime: true, downloadDisabled: false, printDisabled: false, disable:
true } }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu: false },
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; config.plugins.preventSeek = { preventSeekForward:
false, preventSeek: false }; config.plugins.floating = { disable: true }; config.plugins.navigation = {
position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; config.plugins['playkit-
js-hotspots'] = { disable: true }; config.plugins['playkit-js-moderation'] = { disable: true };
config.plugins['playkit-js-info'] = { disable: true }; config.plugins.share = { disable: true };
config.ui.uiComponents = []; config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } };
```

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try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); setTimeout(() => {
setupAutoPause(kalturaPlayerVideos); }, 500); function setupAutoPause(players) {
players.forEach((currentPlayer) => { currentPlayer.addEventListener('play', () => {
players.forEach((otherPlayer) => { if (otherPlayer !== currentPlayer && typeof otherPlayer.pause ===
'function') { otherPlayer.pause(); } })); }); }) catch (e) { console.error(e.message) }
```



## VIDEO

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 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](mailto: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.

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4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Finance-Master-Data-Junior-SpecialistREQ-10072109-1>
5. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Prague/Finance-Master-Data-Junior-SpecialistREQ-10072109-1>