

# O2C Specialist

Job ID  
REQ-10043446  
Mar 24, 2025  
Czech Republic

## Summary

The O2C Specialist is responsible for managing the Accounts Receivables for an assigned group of customers limiting past dues and thus maximizing cash. In the event a trade receivable is deemed uncollectable, they are responsible for initiating the write-off process in accordance with the Global Credit Management Guideline.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Executes collection activities using all available tools to ensure cash flow is maximized
- Ensures accurate clean and correct customer accounts
- Identifies at risk customers and escalates according to guidelines if past dues are not collectable
- Ensure innovative ways to answer key business questions by leveraging existing data sets or creating new ones as well as support deep dive analysis by providing underlying data
- Increases process efficiency and quality by continuous improvement and challenging the status quo
- Ensures compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements
- Ensures application of agreed Novartis control procedures and actively support to deliver SOX certification
- Ensure high level of solution usability while meeting business requirements

### Essential Requirements:

- Bachelor or Master's degree in Business and Economics, Accounting or equivalent
- Some years of financial experience, with good functional O2C expertise
- SAP (ECC, S4Hana) knowledge and HighRadius knowledge advantageous
- Fluent in Polish, English and another major European language (French, German, Dutch, Romanian, Portuguese)
- Experience in advance excel and MS-Office applications

### 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 Labour 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 Shares Purchase Plan

**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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Division

Finance

Business Unit

CTS

Location

Czech Republic

Site

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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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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