

Vodja računovodstva nabave za predstavništva (m/ž/d) / P2P Manager - Center of Excellence for Export Markets (m/f/d)

Job ID
REQ-10046465
Apr 22, 2025
Slovenia

Summary

#LI-Hybrid

Kot Vodja računovodstva nabave za predstavništva boste odgovorni za vodenje in izvajanje storitev računovodstva nabave za skupino držav v okviru Centra odličnosti za izvozne trge (vključno z upravljanjem storitev zunanjih izvajalcev). Zagotavljanje nadzora nad procesi, sistemi, dokumentacijo, skladnostjo, dobrimi praksami in izboljšavami za učinkovite in uspešne celovite procese računovodstva nabave. Skrb za vodenje in razvoj sodelavcev.

We are seeking a P2P Manager - Center of Excellence for Export Markets. In this role, you will be responsible for the management and provision of purchasing accounting services for a group of countries within the CoE for Export Markets (including management of outsourcing services). Ensuring control over processes, systems, documentation, compliance, good practices and improvements for efficient and effective comprehensive purchasing accounting processes. Management and development of associates.

About the Role

Vaše ključne odgovornosti:

- Zagotavljanje kontinuiranih izboljšav, sodelovanje in/ali vodenje projektov, zagotavljanje procesno usmerjene organizacije ter migracije procesov v skladu z globalnimi Novartisovimi smernicami
- Operativni nadzor za zagotavljanje storitev na pričakovani ravni z jasno usmerjenostjo v kupca, vključno z upravljanjem izjem in usmerjanje ekip za delovanje. Aktivno sodelovanje za zagotavljanje natančnega računovodskega in finančnega poročanja. Pomoč pri obravnavi vseh eskaliranih problemov in sporov..
- Skrb za dobre odnose z zunanjimi izvajalci storitev; standardno poročanje in analiz procesov, npr. ključnih kazalnikov uspešnosti in nivojev storitev pri zunanjih izvajalcih. Skrb za to, da je na voljo ustrezen sistem poročanja in merilni sistem (metrics) za zagotavljanje preglednosti učinkovitosti in skladnosti poslovanja vseh podizvajalcev.
- Skrb za sodelovanje s ključnimi deležniki, tudi z vodilnimi poslovnimi sodelavci lokalnih podjetij v celotnem Novartisu, računovodskimi organi/revizorji ter funkcije finančnega poročanja in računovodstva na nivoju lokalnih podjetij Novartisa in skupine v celoti

- Zagotovitev, da so procesi, politike in postopki jasno opredeljeni, v celoti dokumentirani, skladni z Novartisovimi standardi, najboljšimi praksami in (po potrebi) z globalnim načrtom (Blueprint)
- Zagotavljanje skladnosti z Novartisovim računovodskim priročnikom (NAM), priročnikom za finančno kontrolo (NFCM) in zakonskimi zahtevami ter njihovo vključenost v interne smernice
- Vzpodbujanje kontroliranega okolja in spremljanje problemov, ugotovljenih med revizijo, ter izvajanje korektivnih ukrepov
- Vodenje raznolike ekipe (doma in v tujini) za doseganje izvrstnih rezultatov in pospeševanje oblikovanja standardnih rešitev in izboljšav. Intenzivno sodelovanje z drugimi oddelki/enotami
- Z vodenjem, usposabljanjem in razvojem zagotavljanje poenotene timskega dela in skladnosti z Novartisovimi vrednotami in vedenji
- Nadzor in sponzorstvo nad novimi pobudami in/ali projekti za pospeševanje doseganja ciljev produktivnosti in učinkovitosti
- Odgovornost za osebni in strokovni razvoj ter za koordinacijo in razvoj sodelavcev, za optimizacijo procesa, odkrivanje in razreševanje težav, ki nastanejo med delom
- Druge naloge po navodilu nadrejenega in naloge na podlagi posebnega imenovanja

Vaš doprinos k delovnem mestu:

- Visokošolska stopnja izobrazbe ekonomskofinančne ali druge ustrezne smeri
- Aktivno znanje angleškega jezika
- Poznavanje orodja Microsoft Office
- Vsaj 2 leti vodstvenih delovnih izkušenj s področja računovodstva, zaželeno v mednarodnem podjetju
- Dobro razumevanje računovodskih standardov
- Ciljna usmerjenost na področju partnerstva in upravljanja z več deležniki

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Kaj nudimo:

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

Predani smo raznolikosti in vključenosti

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

V Novartisu si prizadevamo k vključenosti oseb z invalidnostjo in zagotavljanju ustreznih prilagoditev delovnega okolja posameznikom z omejitvami. V kolikor zaradi bolezni ali invalidnosti potrebujete ustrezne prilagoditve v kateremkoli delu selekcijskega procesa oziroma potrebujete prilagoditve pri izvajanju osnovnih nalog na delovnem mestu, nam pišite na naslov diversity.inclusion_slo@novartis.com in navedite, kakšne prilagoditve potrebujete ter vaše kontaktne podatke. Prosimo, vključite tudi podatek o številki razpisa, na katerega se prijavljate.

Key Responsibilities:

- Ensuring continuous improvement, collaborating and/or managing projects, ensuring a process-oriented

- organization and migrating processes in accordance with global Novartis guidelines
- Operational control to deliver services at the expected level with a clear customer focus, including exception management and operational team guidance. Active participation to ensure accurate accounting and financial reporting. Assistance in dealing with all escalated problems and disputes.
 - Taking care of good relations with external service providers; Standard reporting and analysis of processes, e.g. key performance indicators and service levels at external contractors. Ensuring that an appropriate reporting system and measurement system (metrics) are in place to ensure transparency, performance and compliance of all subcontractors.
 - Ensuring collaboration with key stakeholders, including Novartis-wide local business executives, accounting authorities/auditors, and financial reporting and accounting functions at the level of Novartis' local companies and the Group as a whole
 - Ensuring that processes, policies and procedures are clearly defined, fully documented, consistent with Novartis standards, best practices and (if applicable) the global blueprint
 - Ensuring compliance with the Novartis Accounting Manual (NAM), Financial Control Manual (NFCM) and legal requirements and their inclusion in internal guidelines
 - Fostering a controlled environment and monitoring of problems identified during the audit and implementation of corrective actions
 - Leading a diverse team (at home and abroad) to achieve excellent results and accelerate the formulation of standard solutions and improvements. Intensive cooperation with other departments/units
 - Ensuring unified teamwork and alignment with Novartis values and behaviors through leadership, training and development
 - Supervising and sponsoring new initiatives and/or projects to accelerate the achievement of productivity and efficiency goals
 - Responsibility for personal and professional development and for the coordination and development of colleagues, for process optimization, detection and resolution of problems that arise during work
 - Other tasks as instructed by the superior and tasks based on a special appointment

Essential Requirements:

- Higher education level in economics, finance or other relevant fields of study
- Active knowledge of the English language
- Knowledge of Microsoft Office tools
- Minimum 2 years managerial work experience in the field of accounting, preferably in an international company
- Good understanding of Accounting Standards
- Focused approach in stakeholder management and partnership

We offer **permanent employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

You'll receive:

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the field of physical, mental and social well-being (Wellbeing), Unlimited learning and development opportunities.

Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversity.inclusion_slo@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Division

Finance

Business Unit

Universal Hierarchy Node

Location

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

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