

R2R Associate

Job ID
REQ-10048128
Apr 16, 2025
Malaysia

Summary

-To provide services and support to more senior FSC colleagues, typically learning through on the job experience, and undertaking allocated routine activity-specific duties under close supervision and in line with well-established procedures. To perform clerical and operative tasks administering basic procedures or operating simple machinery in order to support diverse financial / accounting activities.

About the Role

Major accountabilities:

- Perform tasks as directed by others in order to support managers in matters related to financial activities, decision making and general projects.
- Perform simple, routine, repetitive tasks under close supervision and within well-established procedures to support diverse financial / accounting activities.
- Contribute to the preparation of analysis and reports to enable for internal and external reporting in a timely and accurate manner.
- Provide assistance, as directed by others, in the preparation of reports on relevant facts and figures findings.
- Provide assistance, as directed by others, in the preparation of written project proposals, analytical reports, and presentations.

Key performance indicators:

- Internal customer satisfaction with quality, appropriateness, and timeliness of financial analyses provided
- Customer satisfaction of service delivery and process specific KPIs in accordance with agreed SLAs

Minimum Requirements:

Work Experience:

- University level degree Finance/Accounting or any related field.
- Fluent in English both written and spoken, excellent communication skills. Other languages are a plus.
- At least 1-3 years of relevant experience, with good functional exposure to finance processes. Previous experience within financial shared service centers is desirable.
- Conceptual thinking and ability to align specific functional requirements with the overall finance strategy.
- Demonstrated ability to work effectively in a multi-national organization.
- Previous experience working in projects to drive performance improvements with good track of stakeholder management skills.

Skills:

- Compliance And Controls.
- Data Cleansing / Normalization.
- Embracing Change.
- Financial Accounting.
- Financial And Management Reporting.
- Rapid Problem Solving.
- Resilience.

Languages:

- English.

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

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Division

Finance

Business Unit

Universal Hierarchy Node

Location

Malaysia

Site

Selangor

Company / Legal Entity

MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area
Audit & Finance
Job Type
Full time
Employment Type
Regular
Shift Work
No
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