

Compliance Specialist (m/f/d) / Specialist za skladnost (m/z/d)

Job ID
REQ-10052626
Jun 26, 2025
Slovenia

Summary

#LI-Hybrid

Responsible for partnering with operational business functions for ESO Operations in Basel and other regional ESO offices in compliance to Internal Control Standards (NFCM = Novartis Finance Control Manual).

Ensuring that effective financial control policies, processes and reporting procedures are in place and working efficiently within ESO offices. Leading Inventory management processes and procurement processes for the whole ESO organization, fostering innovation and promoting best practices sharing across ESO.

Responsible for the execution of Novartis' ambition to turn process, data and digital into a strategic asset to become a leading medicines company powered by advanced therapy platforms and data science. Working in accordance with legislation, internal rules, good practices and business objectives. Management and development of associates.

Odgovornost za sodelovanje z operativnimi poslovnimi funkcijami za ESO operacije v Baslu in drugih regionalnih ESO organizacijah v skladu z notranjimi kontrolnimi standardi (NFCM = Novartis Finance Control Manual).

Zagotavljanje učinkovite finančne kontrolne politike in vzpostavitev učinkovitih procesov in postopkov poročanja delujejo v ESO organizacijah. Vodenje procesov upravljanja zalog in nabavnih procesov za celotno ESO organizacijo, spodbujanje inovacij in promocija deljenja najboljših praks znotraj ESO.

Odgovoren za izvajanje vizije Novartisa, da proces, podatke in digitalizacijo spremeni v strateško sredstvo za transformacijo v vodilno farmacevtsko podjetje, ki ga poganjajo napredne terapevtske platforme in podatkovna znanost. Delovanje skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Skrb za vodenje in razvoj sodelavcev.

About the Role

Major Accountabilities:

- Ensuring that all procurement activities comply with internal SOP's and WI and managing risks associated with procurement.
- Perform the Global NFCM controls for direct transactional procurement and toll inventory

- Support in internal and external audit assignments related to procurement categories ensuring timely implementation of remediation or gap assessment action plans.
- Maintain, implement and improve internal control framework in line with NFCM standards and support the design, implementation and optimization of business.
- Carry out self-assessments, monitoring and testing of controls. Initiate escalations within ESO LT team if compliance risks are noticed.
- Identify key financial risks that arise due to processes and/or organizational changes.
- Monitoring remediation of Audit issues (Internal or external audits including FC&C Reviews).
- Interact with global and local functions and promote sharing of best practices in internal controls across the organization in ESO.
- Ensure proper inventory management procedures are in place with Toll CMOs (including but not limited to; toll reconciliation, physical stock taking, annual BOM review, write off process, ...etc.) and hence, the correctness of quantities and values of Novartis' free of charge (FOC) components at ESO SM suppliers.
- Coach and train process owners in managing business risks and creating awareness of internal controls.
- Ensure the awareness of financial compliance within local and global ESO organization.
- Responsibility for personal and professional development and the development of the associates.
- Providing conditions for and control of the implementation of HSE tasks and requirements in the unit.
- Communicate company vision and values; establish and manage good relationships with business partners.

Minimum Requirements:

- Higher education degree in Economics or similar field
- Minimum 3 years of experience in Procurement or other related experience within the Pharmaceutical industry.
- Fluent in written and spoken English.

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

Benefits and Rewards: 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 (Well-being), Unlimited learning and development opportunities.

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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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Vaše ključne odgovornosti:

- Zagotavljanje, da vse nabavne dejavnosti skladne z notranjimi SOP-ji in delavnimi navodili ter upravljanje tveganj, povezanih z nabavo.
- Izvajanje globalnih NFCM kontrol za neposredno transakcijsko nabavo in zaloge pri pogodbenih proizvajalcih. Podpora pri notranjih in zunanjih revizijah, povezanih z nabavnimi kategorijami, ter zagotavljanje pravočasne izvedbe sanacijskih ali ocenjevalnih akcijskih načrtov. Implementacija, izvajanje in izboljševanje notranjega kontrolnega okvira v skladu s standardi NFCM ter podpora pri oblikovanju, izvajanju in optimizaciji poslovanja.
- Izvajanje samoocenjevanj, spremljanje in testiranje NFCM kontrol.
- Sprožanje eskalacij znotraj ESO LT ekipe, če so zaznana tveganja skladnosti.
- Prepoznavanje ključnih finančnih tveganj, ki nastanejo zaradi procesnih in/ali organizacijskih sprememb.
- Spremljanje sanacije vprašanj izpostavljenih na reviziji (notranje ali zunanje revizije, vključno s pregledi FC&C).
- Sodelovanje z globalnimi in lokalnimi funkcijami ter spodbujanje deljenja najboljših praks v notranjih kontrolah po celotni organizaciji ESO.
- Zagotavljanje ustreznih postopkov upravljanja zalog pri pogodbenih proizvajalcih (vključno, vendar ne omejeno na; usklajevanje zalog, fizično popisovanje zalog, letni pregled BOM, postopek odpisov, ...itd.) in s tem pravilnost količin in vrednosti brezplačnih (FOC) komponent Novartisa pri dobaviteljih ESO SM.
- Usposabljanje in izobraževanje lastnikov procesov pri upravljanju poslovnih tveganj ter ozaveščanje o notranjih kontrolah.
- Zagotavljanje ozaveščenosti o finančni skladnosti znotraj lokalne in globalne ESO organizacije.
- Odgovornost za osebni in strokovni razvoj ter razvoj sodelavcev.
- Izvajanje in upoštevanje vseh navodil in zahtev za zagotavljanje varnega dela, varovanja okolja in premoženja.
- Zastopanje vizije podjetja, vrednot in skrb za dobre medsebojne odnose s poslovnimi partnerji.

Vaš doprinos k delovnem mestu:

- Visokošolska izobrazba iz ekonomskega ali podobnega področja
- Minimalno 3 leta izkušenj na področju nabave ali drugih sorodnih izkušenj v farmacevtski industriji.
- Tekoče znanje pisne in govorjene angleščine

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

Ugodnosti in nagrajevanje: Konkurenčen plačni paket, letni bonus, fleksibilen način dela z možnostjo prilagajanja urnika in delom od doma, pokojninska shema, shema nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in fizičnega počutja (iniciativa Polni življenja), številne priložnosti za učenje in razvoj.

Preberite naš priročnik, da spoznate načine, s katerimi bomo spodbujali vaš osebni in profesionalni razvoj: <https://www.novartis.com/careers/benefits-rewards>

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

Pridružite se Novartisu: Ni pravo delovno mesto za vas? Prijavite se v našo bazo talentov, da ostanete v kontaktu z nami in se seznanite z ustreznimi kariernimi priložnostmi takoj, ko se pojavijo: <https://talentnetwork.novartis.com/network>

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Division
Operations
Business Unit
Innovative Medicines
Location
Slovenia
Site
Ljubljana
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Alternative Location 1
Barcelona Franqueses, Spain
Functional Area
Procurement
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 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.

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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