

# O2C Specialist

Job ID  
REQ-10043446  
Απρ 17, 2025  
Czech Republic

## Περίληψη

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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<https://talentnetwork.novartis.com/network>

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Τομέας

Finance

Business Unit

CTS

Τοποθεσία

Czech Republic

Τοποθεσία

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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## 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.

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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