

# 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.

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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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