

# Finance Service Center (FSC) Head Baltic

Job ID  
REQ-10001684  
Juli 17, 2024  
Lettland

## Summary

-To lead the FRA function within a country across divisions OR lead an FRA service line/ process/ area/ technology and ensure end-to-end service delivery to all Novartis divisions

## About the Role

### Major accountabilities:

- Manage the execution of regional / global strategies for own part of the organization & manage and ensure the development of a team of experienced FRA professionals.
- Manage the budgeting process for the area of responsibility.
- Manage the country internal financial controls; ensures appropriate compliance and usage by performing regular compliance tests and audits.
- Provide timely statutory and country reporting information to internal and external stakeholders, including regional finance officers.
- Ensure the integrity, viability and interoperability of country financial reporting processes and systems, including tax, inventory, corporate-control, payment and purchasing data.
- Manage the implementation of risk management processes and ensure existence and use of adequate risk management tools.
- Manage tax, compliance and audit reporting processes, provide analysis of financial information (monthly, quarterly and annual data) and ensure provision of necessary data to internal and external authorities.
- Manage the correct and timely implementation of financial control processes and policies and ensure adherence thereof.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Timely preparation of monthly and quarterly financial analysis, documentation & reporting.
- Performing update/review for accounting content of operating units accounting -Performing ad hoc activities in a timely manner, as requested.

### Minimum Requirements:

#### Work Experience:

- Functional Knowledge.
- Operations Management and Execution.
- People Leadership.

**Skills:**

- Compliance And Controls.
- Critical Thinking.
- Data Cleansing / Normalization.
- E2E Process View.
- Embracing Change.
- Financial Accounting.
- Financial And Management Reporting.
- Interpersonal Savvy.
- Resilience.
- Tax.

**Languages :**

- English.

**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?

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Finance  
Business Unit  
Innovative Medicines  
Standort  
Lettland  
Site  
Latvia  
Company / Legal Entity  
LV01 (FCRS = LV001) SIA Baltics, Latvia  
Functional Area  
Audit und Finanzen  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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