

# ESG FRA Environmental Reporting & Operations Manager

Job ID  
REQ-10078547  
май 21, 2026  
Чехия

## Сводка

#LI-Hybrid

Location: Prague, Czech Republic

The Global ESG (Environmental Social Governance) Environmental Reporting and Operations Manager supports the end-to-end delivery of high-quality environmental (E) reporting for internal and external stakeholders, ensuring that data, metrics and processes are robust, well governed and aligned with evolving requirements.

Reviews E data for completeness, consistency and accuracy, working with data providers and process owners to resolve issues, strengthen data quality, and supports the E closing process through activities such as data checks, trend analysis, closing decks, presentations and other reporting tasks (e.g. CDP). Supporting the Environmental Reporting Lead on environmental topics within ESG FRA, contributes to methodologies, definitions and processes, and helps coordinate with stakeholders across finance and non-finance functions.

The Global ESG Environmental Reporting and Operations Manager also helps coordinate environmental reporting activities, ensuring that timelines, responsibilities and deliverables are clearly understood and met, and contributes to the on- and off-boarding and change management of environmental metrics by introducing new metrics, retiring outdated ones and managing methodology updates in a structured way.

Supports transformation initiatives for the environmental reporting process, working with relevant teams to embed new and enhanced requirements into standard processes and controls, translate evolving expectations into practical workflows, and align tools, data and governance with the future-state ESG reporting framework.

## About the Role

### Key Responsibilities:

- Support end-to-end delivery of environmental (E) reporting in line with defined timelines and standards.
- Review E data for completeness, consistency and accuracy, resolving issues with data providers and process owners.
- Support the E closing process (data checks, variance/trend analysis, closing decks, presentations, CDP-related tasks).
- Provide operational support to the Environmental Reporting Lead and help apply agreed methodologies and definitions.
- Coordinate environmental reporting activities across stakeholders and support change management of environmental metrics.
- Support transformation initiatives for environmental reporting, translating evolving requirements into practical workflows and controls.
- Support the assessment of environmental (E) data and processes for assurance readiness and identify required changes.
- Help implement and operate key controls for E reporting in line with the ESG control framework.
- Collaborate with FRA Controls & Compliance, Global ESG Reporting and auditors by providing evidence and documentation.
- Support remediation of E-related audit findings and control deficiencies, tracking actions with stakeholders.

### Essential Requirements:

- 5–7+ years' experience in finance, accounting, management reporting and / or ESG / sustainability reporting.
- Proven experience in controlling or reporting roles, including closing activities, variance/trend analysis and preparation of management reporting decks.
- Strong critical thinking and analytical skills, detail orientation and ability to work with large, complex data sets and processes.
- Demonstrated cross-functional collaboration with finance and non-finance stakeholders, data providers and process owners.
- Experience with reporting tools and BI solutions, plus strong understanding of data quality and control concepts. Advanced Excel and solid MS Office skills.
- Experience with audit, assurance, compliance and internal control frameworks, as well as ESG / environmental reporting, regulations is a strong plus.
- Ability to understand finance and non-finance stakeholder needs and translate them into clear, practical requirements.
- Experience working both independently and in collaborative, multicultural/international environments.

### Benefits & Rewards (Applicable for Prague)

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); Public Transportation Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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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.

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<https://www.novartis.com/about/strategy/people-and-culture>

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Дивизион

Finance

Business Unit

Finance

Место

Чехия

Сайт

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Аудит и финансы

Job Type

Full time

Employment Type

Regular

Shift Work

No

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