

Invoice to Cash Specialist with Spanish

Job ID
REQ-10087030
сен 08, 2026
Чехия

Сводка

#LI-Hybrid

Primary Location: Prague, Czechia

Relocation Support: This role is based in Prague, Czechia. Novartis is unable to offer relocation support: please only apply if accessible.

Are you passionate about building strong customer relationships while driving business impact? Join Novartis as an Invoice-to-Cash Specialist with Spanish and play a key role in optimizing cash flow, reducing financial risk, and ensuring an exceptional customer experience across international markets. As a trusted partner to Finance, Commercial, and Customer Service teams, you will manage a diverse customer portfolio, resolve complex payment challenges, and contribute to continuous process improvements that support operational excellence. This is an exciting opportunity to combine analytical thinking, stakeholder collaboration, and customer focus in a dynamic, global environment.

Preferred start date: 1st of January 2027

About the Role

Key Responsibilities

- Manage a customer portfolio to reduce overdue receivables, maximize cash flow, and mitigate credit risk.
- Execute collection activities through customer engagement, resolving payment barriers and accelerating cash recovery.
- Maintain accurate customer accounts and ensure high-quality account reconciliation and master data integrity.
- Partner with Finance, Commercial, and Customer Service teams to resolve complex collection issues.
- Assess customer creditworthiness, recommend credit limits, and proactively identify emerging credit risks.
- Monitor blocked orders, take corrective actions, and support timely order release decisions.
- Drive dispute resolution and process improvements to enhance operational efficiency and customer experience.

Essential Requirements

- Fluency in Spanish & English, both written and spoken, any other EU language would be advantage
- Up to 2 years of experience in finance, accounts receivable, or collections.
- Hands-on experience working with SAP and HighRadius
- Strong understanding of credit management, collections, and customer account processes.
- Excellent communication and stakeholder management skills across diverse teams.
- Ability to analyze financial information, prioritize workloads, and solve complex issues.

Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and a minimum of 14 weeks paid parental leave.

Expected Annual Base Salary Range for role:

- Kč580,230 - Kč1,077,570

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our [brochure](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf) to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Benefits

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/>

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
[Read our handbook \(PDF 30 MB\)](#)

Primary location salary range
Kč580,230.00 - Kč1,077,570.00
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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