NOVARTIS

EBA Senior Specialist

Job ID
REQ-10090326
Ноя. 03, 2026
Чехия

Сводка

#LI-Hybrid

Location: Prague, Czech Republic

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

Bring your accounting expertise to a role where accuracy, collaboration, and continuous improvement have a real impact. As a Senior EBA (Employee Benefits Accounting) Specialist, you will take ownership of employee benefits accounting across assigned countries, working closely with Payroll, Finance, and People & Organization teams. You will navigate complex accounting topics, provide meaningful financial insights, and help strengthen and simplify processes through standardization, automation, and transformation initiatives in an international environment.

About the Role

Key Responsibilities

- Manage accurate and timely accounting for employee benefits, personnel costs, incentives, provisions, and related liabilities.
- Deliver monthly, quarterly, and year-end closing activities in line with Novartis accounting standards and guidelines.
- Lead balance sheet reconciliations, maintaining high-quality, audit-ready documentation and effective financial controls.
- Analyze financial data and variances, translating findings into clear insights for key stakeholders.
- Partner with Payroll, People & Organization, Financial Reporting and Accounting, and General Ledger teams to ensure alignment and compliance.
- Act as a subject matter expert for assigned countries, supporting operational priorities and finance projects.
- Drive process improvements, standardization, and automation while supporting audits, knowledge transfer, and team onboarding.

Essential Requirements

- Strong experience in accounting, ideally covering employee benefits, payroll-related accounting, or record-to-report activities.
- Solid understanding of International Financial Reporting Standards and financial reporting principles.
- University degree in Business Administration, Economics, Finance, Accounting, or a related field, or a recognized accounting qualification.
- Strong analytical skills, with attention to detail and the ability to interpret financial information accurately.
- Experience working in an international, cross-functional environment with strong stakeholder management and communication skills.
- Fluency in written and spoken English, with the ability to manage priorities and deliver accurately under tight deadlines.

Desirable Requirements

- Experience working with SAP in an accounting or financial reporting environment.
- Experience using BlackLine for balance sheet reconciliations and related financial controls.

Benefits & Rewards

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

Expected Annual Base Salary Range for role: 808,381 CZK to 1,501,279 CZK

The base 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.

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 minimum 14 weeks paid parental leave.

Read our brochure 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.

What you will 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; (1week 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
Kč808,381.00 - Kč1,501,279.00
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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