NOVARTIS

FRA Manager (Temporary Fixed-Term Contract)

Job ID
REQ-10091355
Окт. 30, 2026
Марокко

Сводка

Support the FRA organization in ensuring continuity, quality and timely execution of Operational FRA activities while providing hands-on support to the LDC transformation. The role will work closely with the Country FRA Manager, KL FRA team, local stakeholders and LDC teams to ensure financial reporting, statutory, compliance and internal control requirements are effectively managed throughout the LDC implementation.

This position is offered under a 15-month fixed-term temporary contract.

About the Role

1. Operational FRA

Financial Closing & Reporting

- **Manage and coordinate month-end, quarter-end and year-end closing activities**, ensuring timely and accurate financial reporting in accordance with applicable accounting standards, NAM requirements and agreed fast-close timelines.
- **Monitor and review key accounting activities**, including reconciliations, accruals, provisions and other closing deliverables.
- Provide timely and accurate financial accounting information to relevant local, regional and global stakeholders.
- Prepare recurring and ad hoc accounting and management information, together with high-quality financial analysis to support business and organizational requirements.
- Provide expert advice and support on complex accounting, reporting and FRA topics.

FRA Operations & Stakeholder Management

- Act as a key point of contact for local stakeholders on FRA-related matters.
- Coordinate with the KL FRA team to monitor deliverables, resolve operational issues and ensure timely completion of FRA activities.
- Identify and follow up on open accounting, reporting and reconciliation issues, ensuring timely resolution and appropriate escalation to the Country FRA Manager.
- Provide ad hoc operational support to the FRA organization based on business priorities.

Statutory, Audit & Compliance

- Support and coordinate statutory reporting and statutory closing activities under the oversight of the Country FRA Manager.
- Coordinate the statutory audit, including management of auditor requests, preparation of supporting documentation, follow-up of outstanding items and coordination with internal stakeholders.
- Act as an operational point of contact with external auditors during the statutory audit process.
- Manage Foreign Exchange Office (FEO) declarations and coordinate the relationship and required submissions with FEO.
- Ensure accounting and reporting activities comply with **NAM and NFCM requirements**.
- Support the creation, review and update of relevant **APPs and process documentation**.
- Ensure timely completion and appropriate documentation of assigned **FRA NFCM controls**, including follow-up of identified deficiencies and remediation actions.
- Prepare and coordinate financial and statutory documentation required for **Board of Directors and Shareholders' meetings**.

2. LDC Project

FRA Representation & Design

- Participate in LDC design, implementation, testing, migration, cutover, go-live and stabilization activities impacting Finance as assigned by FRA manager.
- Ensure relevant local accounting, statutory, tax and compliance requirements are identified and appropriately addressed in the LDC solution.
- Help identify gaps, risks and issues arising from the new processes and support their timely resolution and escalation.

Testing & Readiness

- **Participate in required Finance testing activities**, including UAT and other applicable LDC testing cycles.
- Document, track and follow up on Finance-related defects and issues identified during testing.
- Provide FRA oversight of Finance testing results and readiness.
- Assess whether key financial reporting and accounting processes are ready for go-live and escalate material gaps.

Data Migration & Reconciliation

- Support Finance-related data migration activities, including relevant master and transactional data.
- Support resolution of data-quality, accounting and reconciliation issues.
- Support updates of FRA procedures, process documentation and control documentation resulting from LDC.
- Ensure LDC changes do not create material gaps affecting financial reporting, statutory reporting, VAT, corporate tax or other compliance requirements.

Cutover, Go-Live & Hypercare

- Support stabilization of FRA processes during hypercare.
- Ensure proper documentation, knowledge transfer and handover to the FRA organization following stabilization.

Ideal Background

Education (Minimum / Preferred)

- Bachelor’s degree in finance, Accounting, Business Administration, or a related field.
- Professional accounting or finance certification (e.g., ACCA, CPA, CMA) is considered an advantage.

Languages

- Fluent in English, French, and Arabic, both written and spoken.

Experience, Skills & Professional Requirements

- Minimum of 5 years of progressively responsible experience in finance, accounting, budgeting, financial reporting, auditing, taxation, and financial planning & analysis.
- Strong analytical and problem-solving skills, with the ability to interpret complex financial data and provide meaningful insights.
- Solid knowledge of IFRS, local tax regulations, and financial compliance requirements.
- Excellent communication and stakeholder management skills, with the ability to convey financial information clearly to both finance and non-finance audiences.
- Proven experience working with ERP platforms and financial management systems, including reporting and data analysis tools.
- High level of accuracy, attention to detail, and commitment to maintaining financial integrity.
- Ability to manage multiple priorities in a fast-paced environment while meeting deadlines.
- Strong business partnering mindset with the ability to provide sound financial guidance and support decision-making.

NOTE : This position is offered under a 15-month fixed-term temporary contract.

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)

Дивизион
Finance
Business Unit
Finance
Место
Марокко
Сайт
Casablanca
Company / Legal Entity
MA03 (FCRS = MA003) Novartis Pharma Maroc SA
Functional Area
Аудит и финансы
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No

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