

ESG FRA Manager

Job ID
REQ-10075983
апр 23, 2026
Чехия

Сводка

#LI-Hybrid

Location: Prague, Czech Republic

The ESG (Environmental Social Governance) FRA Manager is responsible for coordinating ESG reporting activities within the Novartis country organization, including process, control, and data initiatives and supports the ESG FRA Reporting & Operations team on ESG Reporting matters. This key role will drive standardization and improvements and to support the accurate and timely reporting of non-financial ESG indicators. It is a highly visible role where she/he will actively shape and adapt non-financial reporting to new standards.

About the Role

Key Responsibilities:

- Coordinate the local closing calendar, issue closing instructions, and track reporting activities.
- Perform spot checks and review local closing packages to ensure quality, accuracy, and completeness.
- Support Global ESG FRA Reporting Leads with Rest of World reporting reviews and reporting initiatives.
- Contribute to the annual update of local reporting scope and help harmonize and standardize reporting processes.
- Support the identification and implementation of ESG regulations and reporting requirements.
- Assist the Governance, Risk and Control team in executing and improving ESG controls and addressing audit actions.
- Coordinate with cross-functional stakeholders and provide ad hoc support to the ESG FRA Reporting and Operations team.

Essential Requirements:

- Relevant experience in Finance, P&O (Human Resources), or HSE NTO, including reporting and analytics.
- Strong collaboration skills and ability to work effectively across functions and teams.
- Good understanding of Novartis and its functions.
- Project management, change management, and organizational skills.
- Experience in ESG reporting, ESG regulations, or audit is an advantage.
- Fluent English communication skills, both written and spoken; additional languages are an advantage.

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/>

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 \(PDF 30 MB\)](#)

Дивизион
Finance
Business Unit
Corporate & Division Services
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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