

Financial Reporting & Accounting Specialist, FRA (Record to Report)_経理スペシャリスト

Job ID
REQ-10085201
авг 25, 2026
Япония

Сводка

Financial Reporting & Accounting Specialist (FRA) manages the General Ledger Accounting and reporting systems, enabling the execution of quality services. This role performs monthly/quarterly/annual closing (IFRS and Statutory), financial reporting, audit handling, tax filing, and build strong internal controls.

Financial Reporting & Accounting Specialistは、ノバルティス日本法人における財務報告、法定会計、税務、内部統制を担う中核ポジションです。

日本国内にとどまらず、クアラルンプールやバーゼルをはじめとするグローバルチームと連携しながら、財務プロセス改革やデジタル化プロジェクトにも参画いただきます。Financeの専門性を活かし、ビジネス意思決定を支える重要な役割を担います。

About the Role

Key Responsibilities

Financial Reporting & Compliance

- Prepare monthly, quarterly, and annual financial reporting in accordance with IFRS and Novartis standards
- Prepare statutory financial statements in compliance with Japan GAAP and the Companies Act
- Ensure accurate, timely, and high-quality financial accounting and reporting activities
- Support corporate tax and indirect tax filings, and coordinate responses to tax authority audits
- Maintain strong financial controls in line with the Novartis Financial Control Manual (NFCM)
- Collaborate with internal and external auditors to ensure compliance and governance standards

Operational Excellence & Business Partnership

- Deliver reliable accounting and reporting services aligned with business and organizational requirements
- Drive process stabilization, standardization, and continuous improvement in partnership with global finance teams and NOCC Kuala Lumpur
- Participate in cross-functional projects, including digitalization and finance transformation initiatives
- Provide accounting expertise and operational insights to business stakeholders, including CFO and BPA teams
- Support strategic objectives through data-driven financial analysis and recommendations

Collaboration & Stakeholder Management

- Engage with local, regional, and global stakeholders across Finance and business functions
- Foster effective partnerships in a multicultural and matrix organization
- Contribute to a culture of continuous improvement, accountability, and innovation

What You'll Bring

Required Qualifications

- ・ Bachelor's degree or above
- ・ Business-level Japanese and English communication skills (written and spoken)
- ・ Solid experience in financial accounting and reporting
- ・ Experience with tax filing, statutory reporting, and internal controls
- ・ Strong knowledge of accounting principles and financial processes
- ・ SAP experience or equivalent ERP knowledge
- ・ Excellent communication, stakeholder management, and organizational skills
- ・ Ability to work effectively in a global, matrixed environment

Preferred Qualifications

- ・ Experience managing tax audits and regulatory compliance matters
- ・ Experience leading projects, process improvement, or finance transformation initiatives
- ・ Knowledge of IFRS and Japan GAAP
- ・ Pharmaceutical or multinational company experience

主な業務内容

財務報告・会計業務

- ・ IFRS（国際会計基準）に基づく月次・四半期・年次財務報告の作成
- ・ 日本会計基準（Japan GAAP）および会社法に基づく法定財務諸表の作成
- ・ 正確かつ適時な会計処理および財務データの提供
- ・ 経営判断や組織運営を支援するための財務分析および各種レポート作成
- ・ グローバルおよび社内要件に対応するアドホック分析資料の作成

税務・コンプライアンス

- ・ 法人税、消費税等の各種税務申告業務
- ・ 税務調査対応
- ・ Novartis Financial Control Manual（NFCM）に基づく内部統制の強化
- ・ 内部監査および外部監査への対応

業務改善・プロジェクト推進

- ・ NOCC Kuala Lumpurおよびグローバルチームとの協働による業務の維持・改善・最適化
- ・ 業務改革、システム導入、デジタル化プロジェクトへの参画
- ・ 継続的なプロセス改善活動の推進
- ・ CFOやBPAをはじめとするビジネス部門への専門的な会計サポートの提供

応募資格

必須要件

- ・ 大学卒業以上
- ・ 日本語および英語でのビジネスレベルのコミュニケーション能力
- ・ 財務会計・財務報告領域での実務経験
- ・ 税務申告、財務報告、内部統制に関する経験
- ・ 高いコミュニケーション能力およびステークホルダーマネジメント能力
- ・ グローバル・多国籍環境での業務推進力
- ・ SAPを含むERPシステムの使用経験

このポジションの魅力

- ・ バーズルやクアラランプールを含むグローバルチームとの協働機会
- ・ 財務報告、税務、内部統制など幅広い専門領域に携わることができる環境
- ・ Finance Transformationや業務改善プロジェクトへの参画機会
- ・ CFOやBPAなど経営層・ビジネス部門との連携を通じた高い事業貢献
- ・ グローバル企業ならではのスピード感と成長機会

Benefits and Rewards

Read our handbook to learn about all the ways we'll help you thrive personally and professionally:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

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 individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Additional Information

Be aware of fake job advertisements and job offers. Novartis does not make job offers without interviews and never asks candidates for money. All our current job openings are displayed here. If you have encountered a job posting or been approached with a job offer that you suspect may be fraudulent, we strongly recommend you do not respond, send money, or provide personal information.

Join our Novartis Network:

Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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

Япония

Сайт

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Аудит и финансы

Job Type

Full time

Employment Type

Regular

Shift Work

No

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to midcareer-r.japan@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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1. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/about/strategy/people-and-culture>
4. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
5. <mailto:midcareer-r.japan@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Toranomon-NPKK-Head-Office/Financial-Reporting---Accounting-Specialist--FRA--Record-to-Report--_REQ-10085201
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