NOVARTIS

Senior Accounting Specialist

Job ID
REQ-10090289
Ноя. 17, 2026
Швейцария

Сводка

#LI-Hybrid

Location: Basel, Switzerland

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

As a Senior Accounting Specialist within the General Ledger team, you will play an important role in delivering accurate and timely financial and statutory reporting. You will take ownership of core accounting activities, from balance sheet reconciliations and reporting to statutory financial statements, while partnering with stakeholders to resolve accounting matters and maintain strong financial controls.

About the Role

Key Responsibilities

- Prepare accurate monthly and quarterly financial reporting packages, ensuring completeness and timely submission.
- Perform balance sheet reconciliations and drive timely resolution of reconciling items.
- Prepare and post manual journal entries with complete and accurate supporting documentation.
- Prepare statutory financial statements in line with applicable accounting and reporting requirements.
- Analyze accounting topics and collaborate with stakeholders to resolve financial reporting issues.
- Support internal and external audits by preparing documentation and responding to accounting-related requests.
- Strengthen internal control activities and help ensure consistent compliance with financial reporting requirements.

Essential Requirements

- University degree in Finance, Accounting, or a related field.
- At least five years of relevant finance experience, ideally in General Ledger accounting within a multinational environment.
- Strong financial accounting knowledge, including International Financial Reporting Standards and month-end and quarter-end closing activities.
- Strong SAP and Microsoft Excel skills, with practical experience in General Ledger accounting and journal entries.
- Ability to work independently with accuracy, ownership, and confidence while managing demanding reporting deadlines.
- Fluent English with strong communication and stakeholder management skills.

This role is for temporary contract of 15 months

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: 91,000 CHF – 169,000 CHF

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.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Long-term equity awards granted at

group level may also be part of your package. Further details will be provided during the application process.

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.

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 diversity.inclusion_ch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Barrierefreiheit und Zugänglichkeit

Wenn Sie aufgrund einer Erkrankung oder Behinderung spezielle Unterstützung während des Rekrutierungsprozesses brauchen und/oder deswegen detailliertere Informationen über die wesentlichen Funktionen einer Stelle benötigen, senden Sie bitte eine E-Mail an diversity.inclusion_ch@novartis.com und teilen Sie uns die Art Ihres Anliegens und Ihre Kontaktinformationen mit. Bitte vergessen Sie nicht, dabei die Referenznummer der Stellenausschreibung anzugeben

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
CHF91,000.00 - CHF169,000.00
Дивизион
Finance
Business Unit
Finance
Место
Швейцария
Сайт
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Functional Area
Аудит и финансы
Job Type
Full time
Employment Type
Befristet (Innendienst) (Befristet)
Shift Work
No

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Senior Accounting Specialist

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