

Poslovni partner za področje investicij in osnovnih sredstev (m/ž/d) / Fixed Assets Business Partner (m/f/d)

Job ID

REQ-10087562

Sep 22, 2026

LOC_SI

About the Role

Vaše ključne odgovornosti:

- Pregledovanje investicij z vidika pravilne računovodske obravnave in skladnosti.
- Svetovanje deležnikom glede računovodskih procesov za osnovna sredstva in investicije.
- Skrb za pravilno računovodenje po zaključku investicij, ko so sredstva razpoložljiva za uporabo.
- Koordinacija letnega popisa osnovnih sredstev in skrb za točnost registra.
- Priprava izračuna investicijske olajšave za kvartalno in letno poročanje.
- Sodelovanje z revizorji in internimi ekipami pri finančnih pregledih.
- Izboljševanje poslovnih procesov in notranjih kontrol.
- Izobraževanje deležnikov, ki sodelujejo pri investicijah in osnovnih sredstvih.
- Priprava rednih in ad-hoc finančnih poročil in analiz za podporo strateškim in operativnim odločitvam na globalni in lokalni ravni.

Vaš doprinos k delovnem mestu:

- Visokošolska izobrazba s področja financ, ekonomije ali poslovne administracije.
- Najmanj 5 let izkušenj na finančnem področju.
- Aktivno znanje angleškega jezika (pisno in ustno).
- Dobro razumevanje računovodstva investicij in osnovnih sredstev.
- Odlično poznavanje Excel-a, vključno z uporabo naprednih funkcij (npr. vrtilne tabele, formule, povezovanje med listi, povezovanje podatkov).
- Dobro poznavanje računovodskih standardov (MRS/IFRS) in njihove uporabe v praksi.

Zaželene izkušnje:

- Izkušnje z uporabo programa SAP ali drugih finančnih sistemov.
- Sposobnost sodelovanja z različnimi ekipami in deležniki.

Z izbranim kandidatom bomo sklenili delovno razmerje zanedoločen čas, s poskusno dobo 6 mesecev. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

Nagrajevanje:

V Novartisu smo zavezani k soustvarjanju prihodnosti medicine ter priznavanju in nagrajevanju ljudi, ki to omogočajo.

Pričakovani letni osnovni razpon plače za delovno mesto:

- Slovenija: €37.240 – €69.160

Osnovna plača se določa na podlagi vnaprej opredeljenih in transparentnih kriterijev, kot so relevantne veščine, kompetence in izkušnje, ne glede na spol, ter v skladu z Novartisovo politiko določanja plač. Po zaposlitvi v Novartisu se plača periodično pregleda v skladu z internimi akti in postopki.

Plačna enakost je temeljno načelo naše kadrovske politike in odraža našo zavezo k ustvarjanju raznolikega, pravičnega in vključujočega okolja, ki vse zaposlene obravnava dostojanstveno in spoštljivo, kot je opredeljeno v našem Kodeksu etike.

Poleg osnovne letne bruto plače so zaposleni upravičeni tudi do spodaj navedenih ugodnosti:

- Letni bonus, ki pripada vsakemu zaposlenemu: 12% letne plače.
- Regres za dopust: Leta 2025 je znašal 2.496 € (neto). Za leto 2026 znaša 2.678,28 € (neto).
- Nagrada za poslovno uspešnost: Leta 2025 je znašala 2.538,64 € (bruto), skupaj z zimskim regresom.
- Prostovoljno dodatno pokojninsko zavarovanje: Novartis v Sloveniji zagotavlja prostovoljno dodatno pokojninsko zavarovanje (5,844 % bruto izplačila, letno omejeno na 3.224,18 €).
- Zavarovanje:

Dodatno nezgodno zavarovanje: V času zaposlitve pri Novartisu je zaposleni 24/7 zavarovan za primer smrti ali invalidnosti, ki bi bila posledica nezgode.

Zavarovanje – Specialisti: Kolektivno zdravstveno zavarovanje, ki omogoča hitrejši dostop do specialističnih zdravstvenih storitev pri Zavarovalnici Triglav d.d. za vas in vaše družinske člane.

- Care Connect: Program, ki ponuja zaupno, osebno podporo za vaše duševno zdravje in dobro počutje s pomočjo terapij, svetovanj, orodij in še mnogo več.
- Ostale ugodnosti v skladu z zakonom in kolektivno pogodbo: Prevoz, prehrana ter ostali dodatki.

Preberite brošuro in izvedite več o našem sistemu nagrajevanja: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Opomba: Ugodnosti se lahko razlikujejo glede na državo ter so skladni z lokalno zakonodajo, vključno z določili kolektivnih pogodb. Celovit pregled vašega paketa prejemkov, vključno z morebitnimi relevantnimi določbami kolektivne pogodbe, ki veljajo za vašo delovno mesto glede na lokacijo zaposlitve in delodajalca Novartis, vam bo posredovan v okviru nadaljnjih korakov zaposlitvenega postopka.

Predani smo raznolikosti in vključenosti: Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

Zakaj Novartis: Pomagati bolnikom in njihovim družinam zahteva več kot le inovativno znanost. Potrebna je skupnost zavzetih ljudi, kot ste vi. V Novartisu cenimo sodelovanje, podporo in navdihovanje drug drugega za razvoj prebojnih terapij, ki spreminjajo življenja pacientov. Ste pripravljeni ustvariti svetlejšo prihodnost skupaj z nami? <https://www.novartis.com/about/strategy/people-and-culture>

Key Responsibilities:

- Review investment items to ensure correct accounting treatment and compliance.
- Advise stakeholders on accounting processes for fixed assets and investments.
- Ensure accurate accounting after investment completion when assets become operational.
- Coordinate annual fixed asset count and maintain asset register accuracy.
- Prepare investment tax allowance calculations for quarterly and annual reporting.
- Collaborate with auditors and internal teams to support financial reviews.
- Drive improvements in business processes and internal controls.
- Educate stakeholders involved in investment and asset processes.
- Preparation of regular and ad-hoc financial reports and analyses to support strategic and operational decision-making at both global and local levels.

Essential Requirements:

- University degree in Business Administration, Economics, or Finance.
- Minimum 5 years of experience in financial roles.
- Fluent in written and spoken English.
- Strong understanding of investment and fixed asset accounting.
- Excellent knowledge of Excel, including the use of advanced functions (e.g. pivot tables, formulas, linking between sheets, data connections).

- Good understanding of accounting standards (IAS/IFRS) and their practical application.

Desirable requirements:

- Familiarity with SAP or similar financial systems.
- Ability to collaborate across teams and communicate with diverse stakeholders.

We offer permanent contract with 6 months of probation period. Submit your application with the CV in Slovenian and English language.

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:

- Slovenia: €37.240 – €69.160

The 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.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

In addition to your base salary, you will be eligible for benefits listed below:

- Annual bonus for all employees: 12% of annual base salary.
- Holiday allowance: In 2025 it amounted to €2,496 (net). For 2026 it amounts to €2,678.28 (net).
- Yearly performance-based bonus: In 2025 it amounted to €2,538.64 (gross), including the winter allowance.
- Voluntary supplementary pension insurance: Novartis in Slovenia provides voluntary supplementary pension insurance (5.844% of gross salary, capped annually at €3.224,18).
- Insurance:

Additional accident insurance: During employment at Novartis, the employee is insured 24/7 in the event of death or disability resulting from an accident.

Specialist insurance: Group health insurance providing faster access to specialist healthcare services at Triglav Health Insurance Company d.d. for you and your family members.

- Care Connect: A program offering confidential, personalized support for mental health and well-being through therapy, counselling, tools, and more.
- Other benefits in accordance with legislation and collective agreements: Transportation, meal allowance, and other supplements.

Read our [brochure](https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf) 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.

Role Requirements

Primary location salary range

€37,240.00 - €69,160.00

Division

DIV_FI
Business Unit
Finance
Location
LOC_SI
Site
Ljubljana
Company / Legal Entity
SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.o.
Functional Area
FCT_FN
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

Job ID
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