NOVARTIS

FRA Manager (Temporary Fixed-Term Contract)

Job ID
REQ-10091355
Oct 30, 2026
LOC_MA

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.

Role Requirements

Division
DIV_FI
Business Unit
Finance
Location
LOC_MA
Site
Casablanca
Company / Legal Entity
MA03 (FCRS = MA003) Novartis Pharma Maroc SA
Functional Area
FCT_FN
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
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