

Internal Controls Application Specialist

Job ID

REQ-10080076

Jun 08, 2026

LOC_CZ

About the Role

Key Responsibilities

- Own governance and maintenance of ACTIVE platform, ensuring data integrity and alignment with NFCM methodology.
- Manage SAP GRC Process Controls, including master data, workflows, and automation configuration.
- Ensure consistency between ACTIVE, GRC Process Controls, Runbook, and related finance systems.
- Maintain and update control master data, organizational structures, and control assignments across entities.
- Support ICFR and SOX 404 compliance by ensuring accurate, complete, and auditable controls reporting.
- Act as key contact for auditors, explaining system logic, data structures, and supporting audit queries.
- Collaborate on LDC and system transformation initiatives, supporting rollouts, testing, and process alignment.

Essential Requirements

- University degree in Finance, Accounting, Information Systems, or related field.
- Minimum 5 years of experience in internal controls, financial compliance, or governance processes.
- Strong understanding of Internal Controls over Financial Reporting and SOX 404 requirements.
- Hands-on experience with SAP GRC Process Controls or similar governance and compliance tools.
- Strong analytical skills with high attention to detail and ability to manage complex datasets.
- Excellent communication skills in English, with ability to support and guide global stakeholders.

Desirable Requirements

- Experience with ACTIVE NFCM platform or similar financial compliance and controls management tools.
- Experience supporting system implementations, especially SAP S/4 HANA or governance tool rollouts.

Benefits & Rewards

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.

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_FI

Business Unit

Finance

Location

LOC_CZ

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Regular

Shift Work

No

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