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## Account Manager

Novartis International Pharmaceutical Ltd., is seeking applications for the position of Head FRA (Finance, Reporting and Accounting)/Account Manager.

### Key Responsibilities:

- Supervise a staff of qualified accountants and the monthly/annual accounting and group reporting process for a defined group of companies (in the field of research and development for the pharmaceutical industry, venture capital and share based compensation)
- Present and report on financial results of companies to the highest level of executives of Novartis Group/Board of Directors on a regular basis
- Coordinate, establish with all involved affiliates, and prepare and report annual budgets and quarterly estimates
- Participate in special group projects and coordinate international group requests
- Define, initiate and co-ordinate accounting/special reporting for pharmaceutical research and development contracts for group consolidation and statutory purposes
- Supervise and control contractual funding as well as corresponding legal contracts
- Coordinate scientific, legal, finance and administrative group functions for all research and development agreements
- Supervise administrative handling of all venture capital investments as well as contract establishment, invoicing and payments of group specific compensation tools
- Manage completeness and accuracy of all administrative tasks of the assigned companies including Annual Audits/Board Meetings/Annual General Meetings
- SOX 404 Co-ordinator for office (including oversight of testing, documentation/SOP's and audit process)
- Manage Bermuda HR requirements
- Reports directly to the General Manager

### Minimum Qualifications, Skills & Experience:

- Professional accounting designation (CA/CPA), minimum of 5 years post qualification experience
- Minimum of 5 years experience in a finance role within the pharmaceutical industry
- Prior accounting/reporting experience for research and development contract in the pharmaceutical industry
- Understanding of insurance/reinsurance terminology and risk management, handling and accounting, as well as financial derivative products
- In depth understanding of and prior working experience with International Accounting Standards (IAS/FRS) and Sarbanes Oxley requirements
- Strong interpersonal and communication skills
- Proven ability to effectively interact with Executive Management
- Strong presentation skills essential
- Ability to handle stressful situations and to multi-task required
- Proven management skills
- Knowledge of Venture Capital Industry and Share-based compensation required
- Strong working knowledge of Microsoft Excel, Word and PowerPoint, and SAP/R3

The position will require flexibility to work occasional weekends and extra hours.

The position is only open to Bermudians / spouse of Bermudians and PRC holders.

Interested? Please email jobs@expertise.bm.

All enquires will be dealt with in strict confidence.

Closing date: September 26, 2011

