

Finance Controller

Position Overview

To set up our new organization, we are looking for full time and permanent employee for this position: Associate Director, Finance Controller, Russia

The candidate is supposed to be the second person after FD in the Finance Organization, ensure Finance Leadership presence in FD absence. We are looking for a long-term loyal and motivated candidate to be inspired to develop Finance Organization and to successfully overcome all the challenges the new Organization will be facing.

Main responsibilities include but are not limited to

- Apply SOX and non-SOX controls to local processes and ensure establishment of proper control environment
- Review Standard Operating Procedures on behalf of Finance function
- Ensure compliance and manage all Internal & SOX audits
- Responsible for accurate US GAAP reporting, Second eye on local Accounting & Tax standards
- BS Accounts Reconciliation and reporting Certification
- Supervise day-to-day operations of AR and AP teams
- Supervise Payroll & EFPIA reporting Compliance
- Lead Collaboration & Interaction model with shared service center
- Ensure proper Cash Flow & Working Capital management
- Approver for Bank Transactions
- Local Market GoA expert
- SAP role management
- Ongoing process optimization
- Support of new system implementations / Various Projects
- Ensure back-up and leadership presence for Finance function in the times of FD absence

Background Requirements and Qualifications

- Bachelor's Degree in Accounting or Finance
- More than 8 years practical experience in Accounting / Finance in multinational companies
- Excellent knowledge of Statutory and Tax legislation, court practice, financial processes, accounting, corporate governance procedures, such as SOX, US GAAP and internal controls
- Experience & knowledge of SAP system
- Advanced MS Office user (incl Excel & Power Point)
- English language (advanced)

Skills

- Strong oral & written communication skills (English and Russian)
- Open-minded, pro-active, result-driven and self-organized
- Ability to take ownership





- Client-oriented, conflict resolution / problem solving
- Strong analytical skills
- Comfortable in an environment of changing technologies and processes, demonstrate flexibility to new ways of working
- Open to work in flexible and flat (no hierarchy) teams
- Ability to manage stakeholders in different locations
- Strong interpersonal skills to work and communicate effectively with internal and external stakeholders
- Works effectively under pressure & multitasking

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