

## Source to Pay Process Excellence Expert - Temporary

Job ID  
REQ-10053593

5月 28, 2025

Mexico

### 摘要

Job Description Summary:

This position will act as subject matter expert within FRA for specific processes, systems/tools (departmental/cross-departmental), maintains relevant KPIs, dashboards, and troubleshooting issues from internal and external stakeholders.

### About the Role

Job Description

Location: NOCC Mexico #LIHybrid

#### Key Responsibilities:

- Drives process improvement projects within the End to End S2P Process
- Performs quality reviews of the S2P operations and defines quality metrics.
- Partners with the Third-Party service provider and other S2P members to improve the quality of the S2P operations.
- Drives the knowledge management process (within and outside NOCCs) including the development of user manuals, work instructions, knowledge bases, FAQs, sharing best practices within the teams.
- Drives root cause analysis, identifies issue trends and coordinates the improvement and standardization projects to improve S2P process quality.
- Plans, facilitates and/or executes assigned special projects and effectively collaborates with Business Partners both internal and external with adequate follow-ups.
- Ensure compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements.
- Driving cost reduction, process improvement, and increasing automation in the current S2P function.
- Champions in customer service attitude enabling a highly collaborative environment towards internal and external stakeholders.

#### Essential Requirements:

- Degree or Equivalent: Bachelor ' s degree in Finance, Business or a related field.
- Operational Experience: 6-8 years in-depth functional & process expertise in S2P / AP Process.
- Strong people management skills
- Strategic Thinking: Ability to understand business priorities.
- Communication Skills: Demonstrated track record in stakeholder engagement, training, and effective presentation skills.
- Ability to work across a multi-functional working environment and/or experience partnering in a global environment across multiple time zones.
- Requires strong attention to detail and analytical and problem solving skills.
- Proficient in English both written and spoken. Portuguese skills is a plus.

#### Skills desired:

- People Leadership
- Project management
- Operations Management and Execution.
- Financial Business Partnering.
- Solution Driven and Pragmatic Financial Service Delivery.

- High Quality Financial and Management Reporting.
- High Integrity Financial Compliance and Control.

#This position is restricted to external candidates.

## 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 work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门  
Operations

Business Unit  
CTS

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area  
Audit & Finance

Job Type

Full time

Employment Type  
Regular

Shift Work  
No

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