Business Planning Analysis Analyst - Temporary

Job ID REQ-10054694

6月 25, 2025

Mexico

摘要

Provide analytical support to the BPA team by ensuring the accuracy, compliance, and integrity of financial data. Coordinate and manage the preparation of reports, reconciliations, and presentations, while aligning all financial activities with organizational standards and reporting requirements.

About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Provide analytical support to managers in matters related to financial activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support the business planning and forecasting process and alignment across the organization.
- Contribute to the preparation of analysis and reports to enable the development of strategic long-term financial and business plans through the provision of accurate data and analysis.
- Support the preparation of reports on relevant facts and figures findings.
- Support the preparation of written project proposals, analytical reports, and presentations.
- Provide administrative support for the monthly BPA closing procedure and Business Unit (BU) management reporting packages.
- Provide assistance to BPA Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

*Temporary 1 year

Role Requirements:

- Bachelor's degree in accounting, finance o related, Recent Grad
- · 1-2 years of experience in accounts payable, finance or related
- Fluent level of English (written and spoken)
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- · Excellent attention to detail and organizational abilities
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills

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 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 condici ó n m é dica o discapacidad, necesita una adaptaci ó n razonable
para cualquier parte del proceso de contrataci ó n, o para desempe ñ ar las funciones esenciales de un
puesto, env í e un correo electr ó nicotas.mexico@novartis.com y perm í tanos conocer la naturaleza
de su solicitud y su informaci ó n de contacto. Incluya el n ú mero de posici ó n en su mensaje.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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

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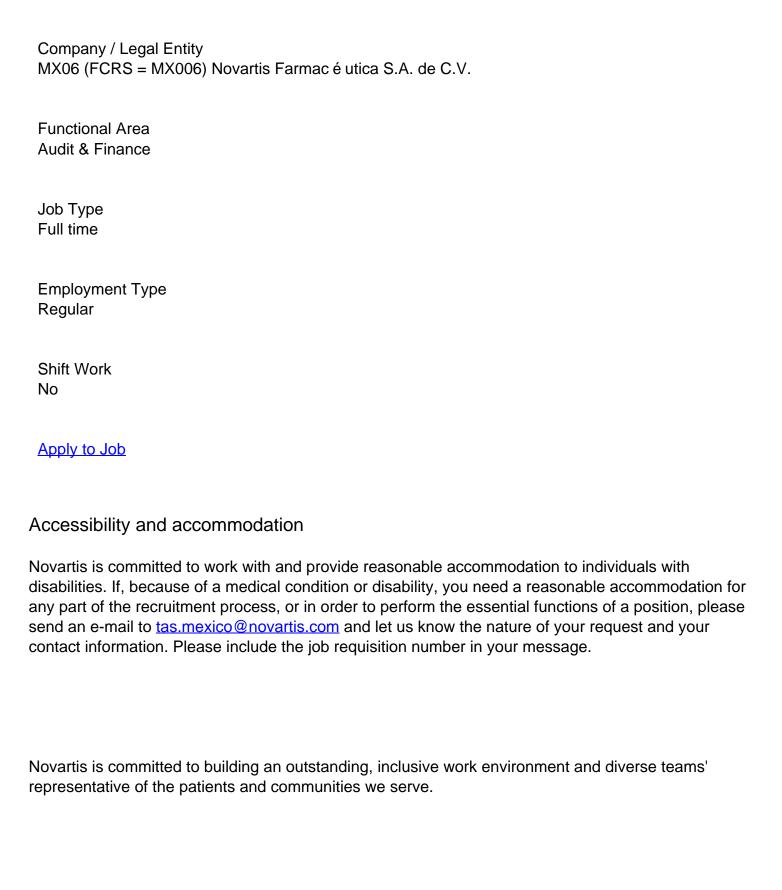
Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

部门 Finance

Business Unit Innovative Medicines

地点 Mexico

站点 INSURGENTES





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