

Global Finance Master Data Process Manager

Job ID
REQ-10059375

8月 05, 2025

Mexico

摘要

GFMD Process Manager role provides quality services to Novartis Group entities and is responsible for executing the maintenance of master data used in Novartis.

GFMD Process Manager is responsible for the daily operations, high quality of the service as well as timely processing of the master data changes for Customer Master Data and Finance and Controlling Master Data.

This role leads and coordinates team of Master data specialists and Senior Master data specialist, supervises end to end process within NOCC, ensuring high quality and effectiveness of data entries. The associate ensures reporting and analysis are in place and managed in accordance with defined data standards and operating procedures. This includes ensuring all necessary master data is available, accurate and compliant and providing regular and timely reporting to support FRA to enable improved performance, compliance and cost reduction.

About the Role

Job Description

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Oversee and ensure the processing of all master data changes within the system of record (e.g. SAP), ensuring creation and maintenance of Customer and Finance Master Data Entities, attributes and hierarchies (Customer Master Data, Finance and Controlling Master Data including Intercompany, Internal Orders, WBS, Fixed assets), and any other data entity as defined by the Novartis Finance Core GFMD cycle
- Onboarding new team members, assigning buddy to the new joiner and monitoring progress in the onboarding
- SPOC for all process relevant topics
- Preparing and coordinating KPI 's and other analysis
- Close collaboration with other FRA and GFMD processes, specially GPO and Governance.
- Ongoing Risk monitoring, highlighting to leaders and FC&C withing GFMD
- Deliver quality and productivity targets as well as contribute to the achievement of master data performance and quality standards as per defined SLAs

Essential Requirements:

- Education: University level degree in Business Administration/ Economics/Finance or IT related fields
- Languages: Fluent in English both written and spoken, excellent communication skills. Other languages are a plus
- Experience: +5-9 years of relevant experience, with good functional exposure to finance processes (accounting, reporting, tax, treasury, forecasting) from a finance master data management perspective
- Master data concept knowledge and master data application set up.
- SAP knowledge: experience in SAP ECC and Business Warehouse. Familiarization with SAP MDG,
- Demonstrated ability to work effectively in a multi-national organization
- Previous experience within financial shared service centers desirable
- Previous experience working in projects to drive performance improvements
- Good track of people management 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 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 y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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
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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