

Financial Analyst - Temporary

Job ID
REQ-10064969

11月 18, 2025

Mexico

摘要

To provide analytical support to the BPA team for financial reporting, compliance and accuracy of data. To handle and coordinate the preparation of reports, ensuring a timely submission.

About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Finance Operations Analyst - Finance Support, full-time, for BPA and Business.
- Support dedicated Finance/TA teams from Hyderabad across reporting, P2P, tools, and issues. Produce threshold reports to guide business invoice approvals.
- Prepare monthly IBI reports; perform cost object, NCC, and GL mappings. Handle email queries; deliver clear, timely stakeholder communication.
- Create and amend Purchase Orders per policy and business needs. Guide issue resolution for vendor and invoice-related matters.
- Confirm and approve invoices in SAP S/4HANA; coordinate with approvers. Provide accrual support and complete service confirmations in SAP S/4HANA Accrual Tool.
- Align and manage Mercury Tool configurations and usage.
- Conduct due diligence for Statements of Work and contracts.
- Deliver training and workshops on processes, tools, and best practices. Identify process gaps; contribute to standardization and continuous improvement.

* Temporary 1 year

Minimum requirements

- Bachelor ' s in Finance/Accounting/Business; 2-5 years in finance operations/P2P/shared services.
- Experience with SAP S/4HANA, Excel, reporting tools; familiarity with IBI, mappings.
- Strong analytical & communication skills, attention to detail, process orientation, and stakeholder management.
- Meet deadlines; prioritize effectively; work independently and collaboratively.
- KPIs: report and mapping accuracy, SLA adherence for POs/invoices, fewer exceptions, training coverage, compliance.
- Impactful role with exposure to enterprise tools and cross-functional teams; growth through ownership and improvement.
- Take ownership for the work and intelligently challenge the status quo
- High proficiency in MS Office (Excel, Presentation)

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.

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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>

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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

Finance

地点
Mexico

站点
INSURGENTES

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

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

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