# 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.

#### 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

<sup>\*</sup> Temporary 1 year

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 <a href="mailto:tas.mexico@novartis.com">tas.mexico@novartis.com</a> 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.

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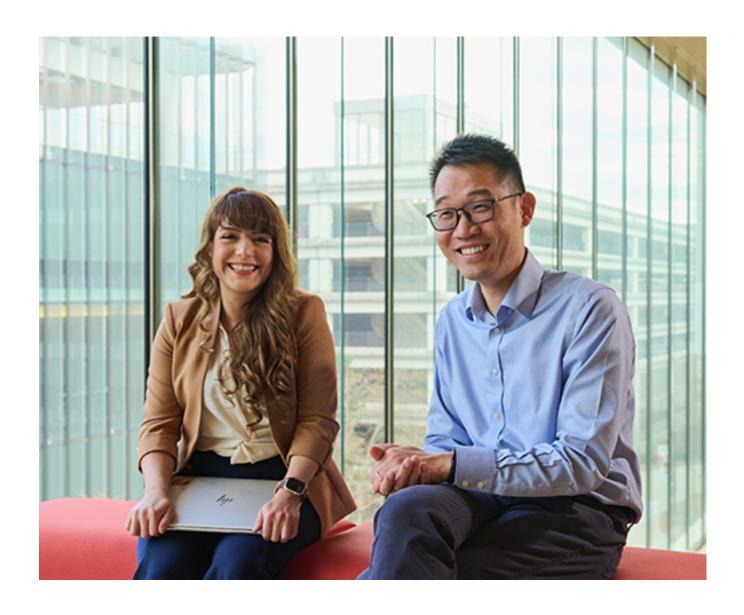
部门 Finance

**Business Unit** 

Finance
地点 Mexico
站点 INSURGENTES
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Job Type Full time
Employment Type Regular
Shift Work No
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