# Financial Analyst

Job ID REQ-10064969

10月 20, 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

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#### Accessibility and Accommodation:

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部门 Finance

Business Unit Innovative Medicines

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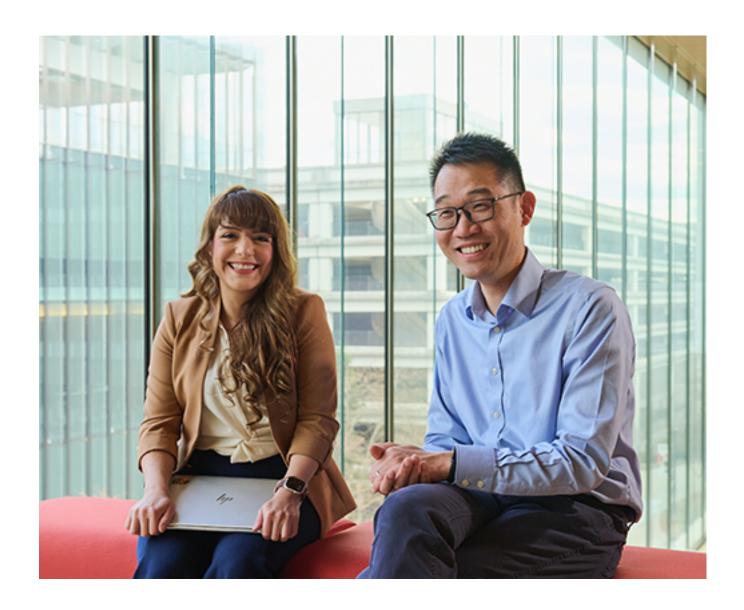
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站点 INSURGENTES
Company / Legal Entity MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.
Functional Area Audit & Finance
Job Type Full time
Employment Type Regular
Shift Work No

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