

Treasury Cash Management (TCM) Payment Specialist

Job ID REQ-10066227

11月 09, 2025

Malaysia

摘要

#LI-Hybrid

Location : Selangor, Malaysia

The TCM Payment Specialist ensures accurate and timely execution of payments across multiple entities, safeguarding compliance, quality, and efficiency in line with Novartis Treasury standards. This role supports end-to-end cash disbursement processes, drives automation, and contributes to continuous improvement initiatives.

About the Role

Key Responsibilities:

 Execute and monitor payment runs in SAP, ensuring adherence to Treasury rules and payment calendars.

- Validate payment requests, resolve unpaid or returned items, and manage exceptions with minimal manual intervention.
- Maintain proper documentation for audit and compliance purposes.
- Provide timely reporting and analysis to support performance improvement and cost optimization.
- Collaborate with stakeholders to resolve payment-related issues and deliver customerfocused support.
- Drive automation and process simplification, challenging manual processes where possible.
- Support knowledge management (user guides, FAQs) and KPI tracking.
- Participate in special projects and continuous improvement initiatives.
- Ensure compliance with Novartis Accounting Manual (NAM), Financial Controls Manual (NFCM), and regulatory requirements.

Essential Requirements:

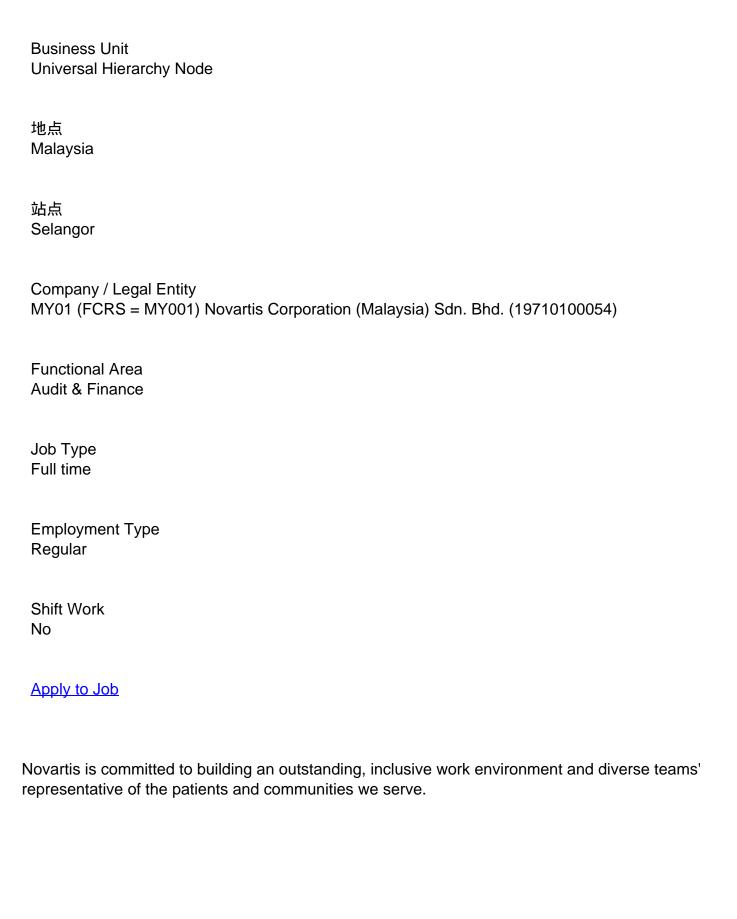
- Degree in Accounting / Finance / Business Administration / Economics.
- Minimum 5 years in a shared service or similar environment is preferred.
- Hands-on experience with SAP payment runs and manual payment processes is preferred.
- Experience with SAP system.
- · Excellent communication in English.
- Strong analytical and problem-solving skills.
- Strong stakeholder management and customer service mindset.

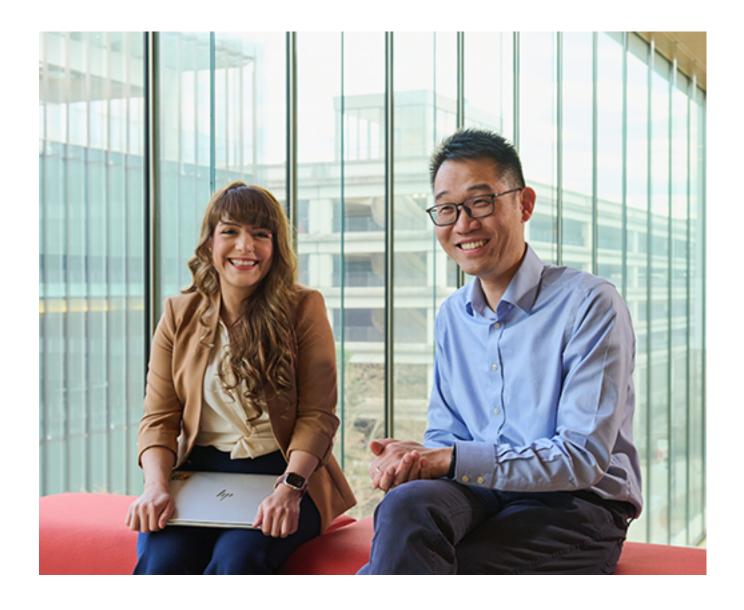
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