

Senior Business Planning Analysis Analyst

Job ID REQ-10067513

11月 25, 2025

Mexico

摘要

Deliver expert guidance to leadership on BPA, along with comprehensive analysis, decision support, and operational assistance to both BPA and Business teams.

About the Role

Job Description

- Finance Operations Analyst Finance Support, full-time, for BPA and Business.
- Support dedicated Finance/TA teams from Hyderabad across reporting, P2P, tools, and issues.
- Prepare monthly IBI reports; perform cost object, NCC, and GL mappings.
- Create and amend Purchase Orders per policy and business needs.
- Confirm and approve invoices in SAP S/4HANA, coordinate with approvers.
- Provide accrual support and complete service confirmations in SAP S/4HANA Accrual Tool.

- Produce threshold reports to guide business invoice approvals.
- Align and manage Mercury Tool configurations and usage.
- Conduct due diligence for Statements of Work and contracts.
- Handle email queries; deliver clear, timely stakeholder communication.
- Guide issue resolution for vendor and invoice-related matters.
- Deliver training and workshops on processes, tools, and best practices.
- Identify process gaps; contribute to standardization and continuous improvement.

Minimum requirements

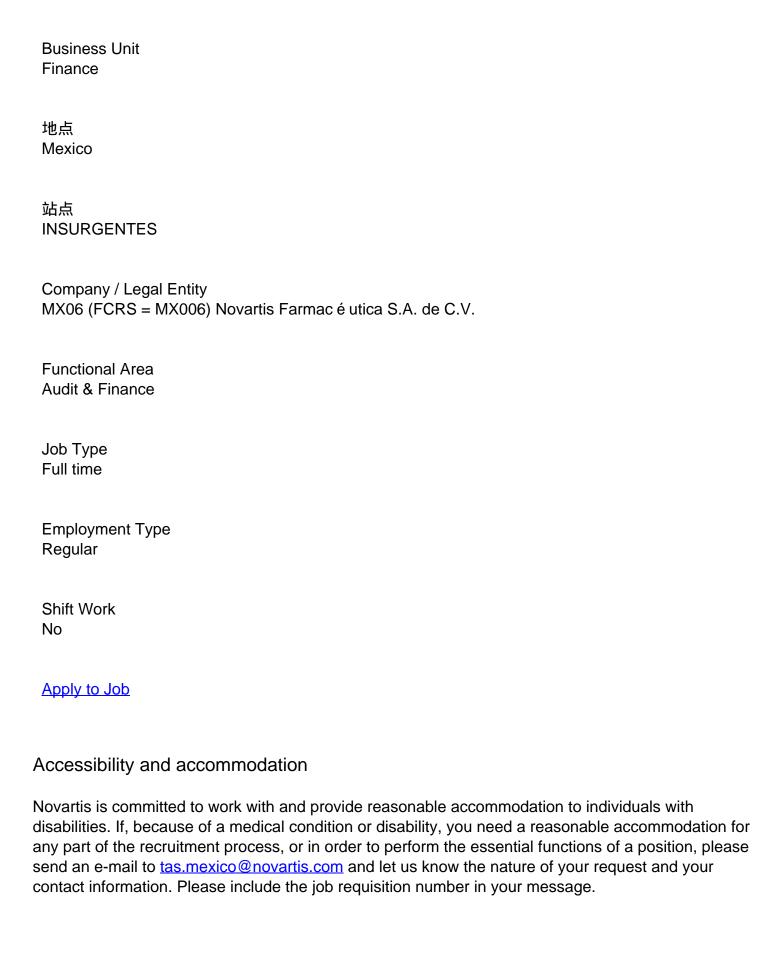
- Bachelor's in finance/accounting/business; 2-5 years in finance operations/P2P/shared services.
- Experience with SAP S/4HANA, Excel, reporting tools; familiarity with IBI, mappings.
- Strong analytical & communication skills, attention to detail, process orientation, and stakeholder management.
- 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)

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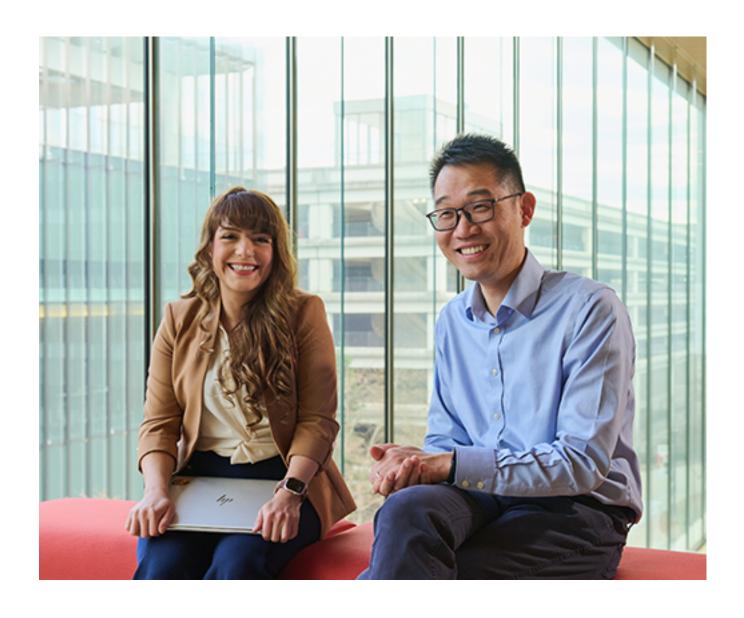
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