

## Financial Analyst

Job ID  
REQ-10076384

4月 30, 2026

Mexico

### 摘要

At Novartis, finance is more than numbers – it is about enabling better decisions that help bring innovative medicines to patients. As a Financial Analyst, you will sit at the heart of our US-supported financial operations, ensuring accuracy, compliance, and efficiency across critical processes. This role offers the opportunity to make a visible impact every day, partnering closely with Business Planning and Analysis, Procurement, and Finance teams to deliver seamless financial operations. If you enjoy building strong partnerships, improving processes, and taking pride in operational excellence, this role gives you the platform to grow while contributing to a purpose-driven organization.

### About the Role

Location: Hybrid. CDMX

## Key Responsibilities

- Execute end to end purchase requisitions, purchase orders, and statements of work in line with Novartis policies
- Support invoice processing, service confirmations, GR/IR resolution, and payment follow ups to ensure on time vendor payments
- Partner with Procurement to support vendor onboarding, master data updates, and ongoing vendor lifecycle needs
- Support monthly and quarterly close activities, including accrual preparation and invoice cut off activities
- Maintain accurate documentation to ensure audit readiness and compliance with internal financial controls
- Identify discrepancies and proactively collaborate with stakeholders to drive timely issue resolution
- Serve as a point of contact for operational finance queries from business stakeholders and Business Planning and Analysis partners
- Provide clear status updates and guidance to reduce rework and streamline operational interactions
- Support preparation of operational reports, trackers, and dashboards to enable visibility and informed decision making
- Contribute to process standardization, simplification, automation, and adherence to standard operating procedures

## Essential Requirements

- Bachelor ' s degree in Finance, Accounting, Commerce, or related field.
- 2-5 years of experience in Financial Operations, FRA, BPA, or Procure to Pay environments.
- Hands on experience with PO processing, invoicing, accruals, and reconciliation activities.
- English speaking & Strong analytical skills with attention to detail.
- Ability to manage multiple priorities in a high volume, deadline driven environment.

## Desired Requirements

- Exposure to US finance operations or global operating models.
- Working knowledge of Ariba, SAP/FICO, Mercury, and vendor portals.

## 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](mailto: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](mailto: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.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

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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false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
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(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

```
// Ensure the global player registry array always exists, regardless of embed type.  
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var kalturaPlayer =  
kPlayer.setup(config); // Add the player to the global array.  
window.kalturaPlayerVideos.push(kalturaPlayer); // Load the Player for other media.  
kalturaPlayer.loadMedia({entryId: "1d_gfvmafo"}); } catch (e) { console.error(e.message) }
```

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