

Travel and Expense Specialist

Job ID
REQ-10086942

9月 07, 2026

Mexico

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摘要

Fournir un soutien analytique à la discipline FRA pour les rapports financiers, la conformité et la précision des données. Gérer et coordonner la préparation des rapports, en veillant à ce qu'ils soient soumis en temps voulu.

About the Role

Major Accountabilities

- Fournir un soutien analytique aux gestionnaires pour les questions relatives aux activités FRA, à la prise de décisions et aux projets généraux.
- Aider davantage les plus hauts responsables à fournir des analyses afin de soutenir les processus

financiers, comptables et de déclaration.

-Contribuer à la préparation de l'analyse et des rapports, en mettant l'accent sur la précision, la conformité et la l'actualité des données fournies (c'est-à-dire des rapports sur les activités de profits et pertes).

-Aider à établir des rapports sur les faits et les chiffres pertinents pour les rapports internes et externes de manière opportune et précise.

~ Soutenir la préparation de propositions de projet écrites, de rapports analytiques et d'exposés.

-Contribuer à la mise à jour des informations exactes et en temps voulu sur les immobilisations dans le registre et fournir une assistance sur le grand livre général, le échéant.

-Fournir une aide aux projets de finan.au niv. BU du pays/de la division.

-Déclaration des plaintes techniques / événements indésirables / scénarios de cas particuliers liés aux produits Novartis dans les 24 heures suivant leur réception

-Distribution d'échantillons de commercialisation (le cas échéant)

Key Performance Indicators

-Satisfaction interne de la clientèle quant à la qualité, à la pertinence et à l'actualité des analyses financières fournies

-Satisfaction du client concernant la fourniture de services et les KPI spécifiques au processus, conformément aux SLA convenus

Work Experience

Gestion et exécution des opérations

Skills

Comprendre les facteurs de valeur

Pensée critique

Capacité d'influencer les principales parties prenantes

Des communications efficaces

Optimisation des processus

Constituer des équipes efficaces

Développement des personnes

Comptabilité générale

Rapports financiers et de gestion

Affectation de ressources

Language

Anglais

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
CDI

Shift Work
No

```
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"kalturaplayer6a9ec62fd0882740251749", provider: { widgetId: "10m7rm1pm", partnerId:
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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 =
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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 = {};
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false, playlistEvents: false, castEvents: false } }; }

```

```

// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kaltura_data_layer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }

```

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