

Travel and Expense Specialist

Job ID
REQ-10086942

9月 07, 2026

Mexico

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摘要

Zagotoviti analiti č no podporo disciplini agencije FRA za ra č unovodsko poro č anje, skladnost in to č nost podatkov. Za obravnavo in usklajevanje priprave poro č il, zagotavljanje pravo č asne predlo ž itve.

About the Role

Major Accountabilities

- Zagotoviti analiti č no podporo upraviteljem v zadevah, povezanih z dejavnostmi Agencije FRA, odlo č anju in splo š nimi projekti.
- Pomo č vi š š jim sodelavcem pri zagotavljanju analiz, da bi podprli finan č ne, poro č evalske in

ra č unovodske procese.

-Prispevati k pripravi analiz in poročil s posebnim poudarkom na natančnosti, skladnosti in pravočasnosti predloženih podatkov (tj.: poročila o poslovni dejavnosti in izgubi).

-Podpreti pripravo poročil o pomembnih dejstvih in rezultatih ugotovitev za notranje in zunanje poročanje na pravočasen in natančen način.

-Podpreti pripravo pisnih projektnih predlogov, analitičnih poročil in predstavitev.

-Prispevati k vzdrževanju točnih in pravočasnih informacij o osnovnih sredstvih v registru osnovnega sredstva ter zagotoviti podporo v glavni knjigi, kot je zahtevano.

-Zagotavljanje pomoči za finance projekti na ravni države ali BU.

-Poročanje o tehničnih pritožbah / neželjenih dogodkih / scenarijih posebnih primerov, povezanih z Novartis izdelki v roku 24 ur po prejemu

-Distribucija vzorcev trženja (kjer je primerno)

Key Performance Indicators

-Notranja zadovoljstvo strank s kakovostjo, ustreznostjo in pravočasnostjo finančnih analiz, ki

-Zadovoljstvo strank pri dostavi in obdelujemo specifične KPI-je v skladu z dogovorjenimi SLAs

Work Experience

✓Vodenje operacij in izvrševanje

Skills

Razumevanje dejavnikov vrednosti

Kritično razmišljanje

Sposobnost vplivanja na ključne deležnike

Učinkovita komunikacija

Optimizacija procesov

Oblikovanje učinkovitih ekip

Razvoj ljudi

Finančno računovodstvo

Računovodsko in poslovodno poročanje

Đodeljevanje sredstev

Language

Angleščina

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
Redni sodelavec

Shift Work
No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a9ec74741956215346459", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
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
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(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 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 kalturadatalayer.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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