

# Global Financial Master Data Specialist

Job ID  
REQ-10019033  
Aug 14, 2024  
Mexico

## Summary

Global Financial Master Data Specialist role provides quality services to Novartis Group entities and is responsible for executing the maintenance of master data used in Novartis, on behalf of internal and/or external customers.

## About the Role

## Location: Hybrid. CDMX

## Your responsibilities include, but are not limited to:

- Processing all master data changes within the system of record (e.g. SAP), ensuring creation and maintenance of finance cost objects, attributes and hierarchies (Customer Master Data, EBX master data, Intercompany, Internal Orders, WBS, Fixed assets), as defined by the Novartis Finance Core
- Participation in Global/Local projects
- Support in KPI's and other analysis preparation
- Responsible for efficient back-up system
- Ensure that applicable policies, processes, and procedures are fully documented and consistently applied through the master data management lifecycle.
- Ensure that any guidelines, enhancements to existing procedures and escalation paths are properly followed for the execution of master data management activities
- Proactively challenge the status quo and comes up with making fact-based recommendations to drive continuous improvement
- Escalate data issues (process and/or technical) and conduct data impact assessments to ensure data quality is maintained to agreed standards.
- Work in conjunction with technical teams to resolve any technical related issue that affects master data integrity and processes.
- Ensure application of agreed Novartis control procedures and actively supports to deliver SOX certification
- Promote a strong and control environment, follow up on audit issues and support the implementation of correcting measures
- Actively support and promote NVS V&B, the NOCC working style by being inclusive, proactive, respectful, and results driven in alignment with Novartis values and behaviors
- Any other duties that may reasonably be required in line with his/her main duties associated with the accountability of the position

## Role Requirements :

- University level degree in Business Administration/ Economics/Finance or IT related fields
- Fluent in English both written and spoken, excellent communication skills
- Other languages are a plus
- 1-3 years of relevant experience, with some functional exposure to finance processes (accounting, reporting, tax, treasury, forecasting ) from a finance master data management perspective
- Master data concept knowledge and master data application set up
- Preferred SAP knowledge: experience in SAP ECC and Business Warehouse, Familiarization with SAP MDG, Qlik sense
- Demonstrated ability to work effectively in a multi-national organization
- Previous experience within financial shared service centers desirable

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

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Division

Finance

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit & Finance

Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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## 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 is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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