

# BPA Manager / Analyst (Temporal 12 months)

Job ID  
REQ-10019191  
Aug 14, 2024  
Mexico

## Summary

To support recurring BPA activities for 3 divisions (within the US market) to cover for the base team time focused on LDC project. The role will report to 3 BPA Leads (2 based out of the NOCC Mexico and 1 based in the US). Conversion to a permanent (indefinite contract) will be subject to performance and available opportunities after LDC project is finalized.

## About the Role

### Key responsibilities:

- BR (Biomedical Research) activities: Analyze large datasets, interpret trends, patterns and correlations for accurate predictions, mainly in Personnel Cost forecasting but applicable to all operational expense
- Analyze data using AI and machine learning techniques to uncover trends, patterns, and insights, support the implementation of financial performance and forecasting tools in collaboration with BR CoE and BR central team
- Support Biomedical Research planning processes and monthly closing activities (monthly spotlanding/budgeting /LO/R&O) Identify opportunities for process optimization, develop and implement strategies and tools to ensure timely forecasting, enhance efficiency, ensure accuracy and high-quality forecast for BR disease area/functional area under scope of responsibility
- Support with the intercompany monthly invoicing process for all sub-domains. Support with the reconciliation of CAPEX projects for IT tangible assets to comply with the capitalization requirements working closely with the fixed assets team
- Support with the sector integration project and help with the master data changes this project will trigger
- Monitor, ensure maintenance and validation of Development Report for One FTE to guarantee the month end numbers are reported accurately
- Coordinate GRC request to create access or unlock Development user when needed. for financial systems.
- Open and manage EBX request as needed by the Development Leads to maintain cost center and hierarchy.
- Generate IO's when business needs them. Compile T&E report for PMO for Freeway Project. Monthly Inter-company invoices to appropriate areas

- Collaborate with S2P when Immediate Pay Request are need by the Development area. BPA for G&A Line function

### **Main Requirements:**

- Bachelor in Accounting, Business Administration or related major
- Proficient in English & Spanish
- + 5 Years' experience within Business Planning & Analysis areas
- Working in complex matrix organization (priority setting)

**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>

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Division

Operations

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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### **Ajustes de accesibilidad**

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.

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2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/BPA-Manager---Analyst--Temporal-12-months-\\_REQ-10019191](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/BPA-Manager---Analyst--Temporal-12-months-_REQ-10019191)
5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/BPA-Manager---Analyst--Temporal-12-months-\\_REQ-10019191](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/BPA-Manager---Analyst--Temporal-12-months-_REQ-10019191)