

# Procure to Pay Business Partner US

Job ID  
REQ-10020074  
Aug 23, 2024  
Mexico

## Summary

Ayudar a la empresa dentro de un país con análisis complejos, informes, previsiones, etc. (generalmente ingresos muy grandes a grandes) y proporcionar asesoramiento experto dentro de un proceso/área/tecnología de FRA central

## About the Role

Your key responsibilities include, but are not limited to:

- Ensure the operational conversion of strategic finance objectives within a specific business area and oversee the performance and development of a small team of FRA specialists.
- Ensures the integrity, viability and interoperability of financial reporting processes and systems (Reals, Budgets and Latest Estimates), including tax data, inventory, corporate control, payments and purchases.
- Provide timely and accurate financial accountability and data services, including fixed assets, cash and working money activities and resales; ensure that appropriate information is provided to relevant external individuals and agencies.
- Manage audit reporting processes and assist in compliance with various tax reports (i.e. VAT, corporate tax, employee tax); provide necessary data to internal and external authorities.
- Manage and automate the provision of routine information to local users from SAP and BW and perform super user responsibilities for Finance and Controls modules in SAP.
- Prepares ad-hoc and routine accounting/administrative information and quality financial analysis to assist in global and organizational requirements.
- Notification of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

## Minimum Requirements:

- Chartered accountant or Finance degree with 5+ years of experience in Finance Domain
- Experience with SAP or similar enterprise planning and consolidation tools is highly desirable.
- Fluent in English both written and spoken, excellent communication skills.
- Proficiency in data analysis tools and techniques, with the ability to interpret and communicate complex data insights to non-technical stakeholders
- Excellent leadership and communication skills, with the ability to effectively collaborate with diverse teams and influence decision-making at all levels of the organization.

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: <https://talentnetwork.novartis.com/network>

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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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## 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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