

Travel and Expenses Specialist

Job ID
REQ-10035414
Jan 03, 2025
Mexico

Summary

Proporcionar soporte analítico a la disciplina FRA para informes financieros, cumplimiento y precisión de datos. Manejar y coordinar la preparación de informes, asegurando su puntual presentación.

About the Role

Location: Hybrid. CDMX

Your key responsibilities:

- Provide accurate and timely assistance and customer-oriented support for incoming queries and issues related to T&E processes and systems through the role as operational SME and 2nd level support
- Support a strong control environment, follows-up on audit issues and supports to implement correcting measures
- Support continuous improvement of services in quality and effectiveness in close collaboration with line manager and peer colleagues, isolates problem trends and ensures that troubleshooting efforts are completed for recurring problems until permanent solutions are found
- Champion in customer service attitude enabling a highly collaborative environment towards internal and external stakeholders
- Process credit card related matters (application, inquiries, dunning process on overdue balances on credit cards), travel requests, advance payment requests and expense reports in line with Novartis Expense Manuals and flags any incompliance in a timely manner.

Role Requirements :

- Bachelor degree (Preferably Finance/Accounting or Business Administration)
- Spanish - Advanced level of English
- Experience in SAP environment
- Desirable experience in AP/T&E/Payroll- min. 1 year
- Demonstrated ability to work effectively in a multi-national, matrix organization Proactive, detail oriented.
- Concur knowledge is a plus

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

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 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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