

# Global Finance Master Data Sr. Specialist Temporary

Job ID  
REQ-10029604  
Nov 20, 2024  
México

## Resumen

Proporcionar asesoramiento experto a superiores para los Informes Financieros y Contabilidad y gestionar los requerimientos de informes y contabilidad para el mayor general; asegurar el cumplimiento de los requerimientos de informes contables externos e internos oportunamente y con exactitud.

## About the Role

Job Description

### Key Responsibilities:

- Work with direct managers to support financial activities, decision making and general projects.
- Provide timely, proactive support on the general ledger.
- Maintain accurate and timely fixed asset information in the fixed asset register including assets under construction and depreciation calculations.
- Prepare analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Provide all data needed for internal (Financial Consolidation and Reporting System) and external reporting (including statutory accounts, national statistics and tax information) in a timely and accurate manner.
- Provides 'first line support' on SAP issues including fixed assets, cash and general ledger.
- Contribute to key projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

Temporary position for 12 months

### Minimum Requirements:

- University Degree in Economics or Business Administration, systems engineer, information technology, computer science or equivalent
- Some years of relevant experience
- Experience with Master Data
- SAP knowledge
- Familiarization with SAP MDG
- Good communication skills, leadership exposure
- Previous experience with operations of financial shared services

*Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.*

**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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**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>

División

Finance

Business Unit

CTS

Ubicación

México

Sitio

INSURGENTES

Company / Legal Entity

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

Functional Area

Auditoría y Finanzas

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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### List of links present in page

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5. <mailto:tas.mexico@novartis.com>
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