

# Compliance Specialist

Job ID  
REQ-10038449  
jan 29, 2025  
Mexique

## Résumé

Location: Mexico City #Hybrid

### About The Role:

The Compliance specialists acquire and maintains an updated and in-depth knowledge of Novartis Financial Controls Matrix (NFCM), Procurement Controls, Global Work Instructions (GWIs) and underlying procurement processes, drives and enables a standardized controls' execution across the entire Compliance Team, and acts as the key point of contact for the Procurement Manager and Team Lead for efficiently and effectively completion of the regular and ad-hoc relevant tasks.

## About the Role

### MAJOR ACCOUNTABILITIES

- Extract the required data out of local systems to prepare required control evidence for a given country/site, in liaison with the country stakeholders, if required. Prepare the execution of in-scope controls for each country/site process as per defined GWIs.
- Execute standard cockpit reports and any additional system-based reports as part of the required control evidence and as basis for analysis.
- Structure the data extracted into relevant report format to support the analysis.
- Analyze SAP transactional cockpit reports or similar systems-based reports to identify potential issues. Perform the required analytics to assess whether the process has been performed in compliance with policies and regulations and as per defined SOPs.
- Document the performance of the analysis according to defined standards and communicate the findings to the relevant parties. Upload the control outcome and required evidence into reporting systems (Runbook or similar) as per reporting calendar.
- Follow up with business partner/ resolution owner to track, confirm and report resolution of any non-compliance issues identified.
- Define action plans with clear responsibilities and timelines assigned for the remediation of failed controls. Perform follow up to ensure closure of remediation actions within agreed timelines. Perform walkthroughs to confirm that remediation actions have been properly implemented and are working as defined and required.

### Minimum Requirements:

- University/Advanced degree is required.
- 5-10 years of experience of working in a global environment in a similar position.

- Experience with Procurement Operations and Procurement function in general.
- Experience in supporting the compliance related processes (SOX, internal controls).
- Experience in data analysis.
- Experience in reporting & analytical tools (SAP BW, MS Access and MS Excel).
- Auditing and/or business process re-engineering experience, with strong internal control focus would be an advantage.
- Excellent English (spoken and written)

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Division

Operations

Business Unit

CTS

Emplacement

Mexique

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

Approvisionnement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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