

Financial Analyst

Job ID

REQ-10076384

Apr 30, 2026

LOC_MX

About the Role

Location: Hybrid. CDMX

Key Responsibilities

- Execute end-to-end purchase requisitions, purchase orders, and statements of work in line with Novartis policies
- Support invoice processing, service confirmations, GR/IR resolution, and payment follow-ups to ensure on-time vendor payments
- Partner with Procurement to support vendor onboarding, master data updates, and ongoing vendor lifecycle needs
- Support monthly and quarterly close activities, including accrual preparation and invoice cut-off activities
- Maintain accurate documentation to ensure audit readiness and compliance with internal financial controls
- Identify discrepancies and proactively collaborate with stakeholders to drive timely issue resolution
- Serve as a point of contact for operational finance queries from business stakeholders and Business Planning and Analysis partners
- Provide clear status updates and guidance to reduce rework and streamline operational interactions
- Support preparation of operational reports, trackers, and dashboards to enable visibility and informed decision-making
- Contribute to process standardization, simplification, automation, and adherence to standard operating procedures

Essential Requirements

- Bachelor's degree in Finance, Accounting, Commerce, or related field.
- 2–5 years of experience in Financial Operations, FRA, BPA, or Procure-to-Pay environments.
- Hands-on experience with PO processing, invoicing, accruals, and reconciliation activities.
- English speaking & Strong analytical skills with attention to detail.
- Ability to manage multiple priorities in a high-volume, deadline-driven environment.

Desired Requirements

- Exposure to US finance operations or global operating models.
- Working knowledge of Ariba, SAP/FICO, Mercury, and vendor portals.

Commitment to Diversity and Inclusion

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

Accessibility and Accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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.

Role Requirements

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: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_FI

Business Unit

Finance

Location

LOC_MX

Site

INSURGENTES

Company / Legal Entity

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

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Regular

Shift Work

No

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