

# Treasury Cash Management Specialist

Job ID  
REQ-10026323  
Oct 25, 2024  
Mexico

## Summary

-To provide analytical support to the FRA discipline for financial reporting, compliance and accuracy of data. To handle and coordinate the preparation of reports, ensuring a timely submission.

## About the Role

### Major accountabilities:

- Provide analytical support to managers in matters related to FRA activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support financial, reporting and accounting processes.
- Contribute to the preparation of analysis and reports with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Support the preparation of reports on relevant facts and figures findings for internal and external reporting in a timely and accurate manner.
- Support the preparation of written project proposals, analytical reports, and presentations.
- Contribute to the maintenance of accurate and timely fixed asset information in the fixed asset register and provide support on the general ledger as required.
- Provide assistance to Finance 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)

### Minimum Requirements:

- Bachelor's degree in Accounting; CPA with Big 4 public accounting experience is preferred
- 1-3 years related experience; public company preferred
- English required
- Able to multitask in a growing, dynamic environment
- Experience with SAP, or comparable systems, preferred
- System implementation experience is a plus

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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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