

# Procure to Pay Financial Controls Specialist

Job ID  
REQ-10028657  
Nov 04, 2024  
Mexico

## Summary

Especialista en Controles Financieros y Cumplimiento del Proceso de S2P NOCC MX, Novartis. En este rol, serás responsable de asegurar la supervisión y mantenimiento de los procedimientos financieros para asegurar la adherencia a las regulaciones y políticas internas.

In this role, you will be responsible for ensuring the overseeing and maintaining financial procedures to ensure adherence to regulations and internal policies.

## About the Role

Your responsibilities include, but are not limited to:

- Ensure and monitor compliance with the Internal Controls over Financial Reporting, Novartis Financial Controls Manual (NFCM) and SOX 404 requirements. Execute end to end process walkthroughs and gain deep understanding during the process reviews as defined in the Finance Core.
- Evaluate existing processes and recommend improvements to strengthen internal controls
- Review extent of harmonization and standardization of processes and controls.
- Investigate and resolve instances of non compliance or control deficiencies, identify root causes of problems and recommend controls or business process Improvements.

Collaborate with cross-functional teams to identify and mitigate financial risks.

- Conduct training sessions and workshops to educate associates on internal control policies and procedures
- Foster a culture of compliance and accountability throughout the organization

Role Requirements :

- University degree – Preferably Finance/Accounting or Business Administration
- Experience in Accounting/Finance, internal audit, risk management or internal controls: +4 years
- English and Portuguese z(advanced)
- Proficient in MS Office applications such as Word, Excel and Power Point
- Proefficient in Microsoft Office Suite (desired)
- Experience with SAP, or comparable systems, preferred.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-pace environment

*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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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](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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