

# Record to Report Specialist Chile

Job ID  
REQ-10034980  
Ene 08, 2025  
México

## Resumen

-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

Location: Mexico City #Hybrid

Your responsibilities include, but are not limited to:

- Actively perform the period-end closing and reporting in accordance with Novartis required standards
- Collaborate with key stakeholders and correspond to all internal and external inquiries
- Ensures operational excellence and full alignment with all Novartis business, compliance and audit requirements.
- Performs the balance sheet reconciliations of accounts and ensure timely resolution and either clean-up or follow-up on identified overdue items
- Review accounts to ensure accurate recording in SAP and FCRS reporting, variance analysis of accounting data and plausibility checks using different sources of information.
- Ensures proper accounting of financial transactions such as journal entry review and adequacy of supporting documentations
- Assures the creation and maintenance of adequate accounting records to meet the requirements of local legislation and Novartis required standards.

Role Requirements :

- Bachelor's degree in accounting
- Accountability 1-4 years relevant experience
- Spanish & advanced English (written and spoken).
- Experience in SAP environment.
- Demonstrated ability to work effectively in a multi-national, matrix organization.
- Proactive, detail oriented, professional attitude, reliable, customer service orientation, professional attitude,

reliable.

*We are 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?

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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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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](mailto: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.

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