

# Treasury Cash Management Senior Payments Specialist

Job ID  
REQ-10020918  
Nov 07, 2024  
Mexico

## Summary

The TCM Senior Payment Specialist supports the Cash Disbursement end-to-end process within Novartis Global Service Center (NGSC), safeguarding its quality and effectiveness. The Senior Specialist acts as a role model for the Payments Team providing guidance, knowledge-sharing, empowerment to junior team members and continuously demonstrating strong leadership skills. The role ensures that payments processes (entries, validation, quality, reporting and analysis) are in place and managed in accordance with defined standards and operating procedures.

## About the Role

Key Responsibilities:

- Has the operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions
- Provides functional guidance from TCM Payments perspective for business transactions. Interacts proactively within NGSC and Divisions to ensure accurate Cash Disbursements
- Leads collaboration with key stakeholders, including senior level cross-Novartis entities business colleagues and Novartis local entity/group financial reporting and accounting
- Serves as a Subject Matter Expert (SME) for related policies and processes, supports productivity objectives and continuous improvement, process changes and leading practices to have an efficient and effective process
- Drives and monitors improvements to sustain a highly effective and efficient TCM Cash Disbursement process, and realizes cost reduction opportunities including areas to harmonize and standardize processes
- Responsible to manage the payment preparation and execution life cycle according to the business needs and following Treasury rules
- Performance Management and Service Delivery Processes accurately for all multi entity payment runs through SAP following the Novartis schedule and guidelines
- Ensures proper document management (retention of payment request evidence and other audit relevant documents)
- Timely resolution of unpaid items, items excluded from payment proposal, returned payments and incoming payments from suppliers

Ideal Background:

- **Education:** University level degree in Accounting/ Business Administration/ Economics/Finance or related fields
- **Languages:** Fluent in English both written and spoken, excellent communication skills. Other languages are a plus
- **Experience:** 4 - 6 years of relevant experience, with good functional exposure to Accounts Payables processes and Treasury and Cash Management
- In-depth knowledge of Accounts Payables processes and system solutions.
- SAP knowledge: experience with SAP FI/MM
- Conceptual thinking and ability to align specific functional requirements with the overall Treasury & Cash Management strategy
- Demonstrated ability to work effectively in a multi-national organization

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Division

Operations

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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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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