

# Business Planning & Analysis Coordinator

Job ID  
REQ-10031330  
Nov 27, 2024  
Mexico

## Summary

-Provide expert advice to superiors on BPA as well as insightful and value-added analysis and decision support to management team. Provide financial and administrative support to a country, unit or function organizations, regarding financial planning and analysis.

## About the Role

Located in Mexico City

Hybrid work

## Major accountabilities:

- Support direct manager with the operational conversion of the BPA strategic goals within a dedicated area of the business -Works with direct managers to support financial activities, decision making and general projects.
- Provide analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided.
- Ensure ongoing business performance is appropriately monitored and measured, and drive early warning for re-direction of resources with Business Partners.
- Ensure integrity of data provided by commercial teams, and provide value added; provides recommendations on forecast accuracy improvement.
- Support the improvement and streamlining of existing management reporting processes and the definition and implementation of lean processes.
- Coordinate Business Partnering with other areas of the business (FRA, Real State and other functions) to support on time and accurate information gathering.
- Supports and improves business case proposals and profitability tracking and the annual budgeting, rolling forecast/Latest outlook and Strategic Planning processes.
- 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:

- University level degree in business Accounting/Finance or related field
- Professional level of English both written and spoken

Strong understanding of BPC concepts, including financial planning, budgeting, forecasting, and consolidation processes.

- Professional knowledge of SAP, Excel
- Ariba knowledge would be nice to have
- Demonstrated ability to work effectively in a multi-national, matrix organization

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**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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