

# Business Planning Analysis Analyst - Temporary

Job ID  
REQ-10054452  
Jun 25, 2025  
Mexico

## Summary

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

## About the Role

Job Description

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Provide analytical support to managers in matters related to financial activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support the business planning and forecasting process and alignment across the organization.
- Contribute to the preparation of analysis and reports to enable the development of strategic long-term financial and business plans through the provision of accurate data and analysis.
- Support the preparation of reports on relevant facts and figures findings.
- Support the preparation of written project proposals, analytical reports, and presentations.
- Provide administrative support for the monthly BPA closing procedure and Business Unit (BU) management reporting packages.
- Provide assistance to BPA 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)

Role Requirements :

- Bachelor's degree in accounting, finance or related, Recent Grad
- 1-2 years of experience in accounts payable, finance or related
- Fluent level of English (written and spoken)
- Proficient in MS Office applications such as Word, Excel and Power Point
- Experience with SAP, or comparable systems, preferred.
- Excellent attention to detail and organizational abilities
- Excellent communication and interpersonal skills
- Strong analytical and problem-solving skills

\* Temporary 1 year

## Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

### Accessibility and Accommodation:

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.

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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**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

Innovative Medicines

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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