

Business Planning Analysis Analyst - Temporary

Job ID
REQ-10054694
Jun 25, 2025
Mexico

Summary

Provide analytical support to the BPA team by ensuring the accuracy, compliance, and integrity of financial data. Coordinate and manage the preparation of reports, reconciliations, and presentations, while aligning all financial activities with organizational standards and reporting requirements.

About the Role

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)

*Temporary 1 year

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

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 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 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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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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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