

# Procure to Pay Business Partner GDD and M&A SPOC

Job ID  
REQ-10023804  
Sep 27, 2024  
Mexico

## Summary

This position is responsible for overseeing the Business Partner relationship for P2P, serving as a P2P expert and key business liaison to drive compliant business processes in aligned countries with high complexity. This role will collaborate with internal Novartis, Spokes, customers and external suppliers to lead operational excellence as well as process and system efficiency initiatives, while maintaining controls and reporting.

## About the Role

### Job Description

Your key responsibilities include, but are not limited to:

- **Focus on Customers**- Partner with Novartis internal customers (our colleagues), third party vendors and external suppliers.
- **Performance Management and Service Delivery:** Provides services at expected levels with a clear customer service mindset. Drive industry standard best in class performance and a user-friendly End-user experience.
- **Technical**- Understands P2P system landscape and full E2E P2P process. Can champion finance core compliance. Ensures quality, accuracy and effectiveness of the processes/system portfolio, securing company assets by executing strong NFCM/SOX controls all O2P applications, while providing accurate financial information and timely reporting.
- **Business Partnering** – Develops and maintains customer focused relationships with key stakeholders. In partnership, identifies and delivers business adaptive processes to ensure core compliance. Fosters a balance between customer centric service delivery and core process compliance.
- **Project Management/Team Management** – Demonstrates experience in planning and leading projects utilising project management techniques, with strong interpersonal and understanding of technical requirements. Extensive experience in organizational design and people management and development, with the ability to motivate and empower teams.
- M&A P2P SPOC, RACI and process owner.

### Minimum Requirements:

- CPA and/or MBA
- Previous Management Role in Finance, Accounts Payable, and/or Procurement Function

- Seasoned Experience with Ariba/SAP/BI or similar systems
- Seasoned Experience in Project Management and Process Improvements
- Seasoned Experience in managing remote 3rd party supplier relationships
- Previous Experience with Reporting and Analysis
- Previous Experience dealing with internal and external auditors
- Experience with SOX and control matrixes

*Novartis is 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? <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

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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## Ajustes de accesibilidad

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.

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }

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### List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Procure-to-Pay-Business-Partner-GDD-and-M-A-SPOC\\_REQ-10023804-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Procure-to-Pay-Business-Partner-GDD-and-M-A-SPOC_REQ-10023804-1)
5. <mailto:tas.mexico@novartis.com>
6. [https://novartis.wd3.myworkdayjobs.com/es/Novartis\\_Careers/job/INSURGENTES/Procure-to-Pay-Business-Partner-GDD-and-M-A-SPOC\\_REQ-10023804-1](https://novartis.wd3.myworkdayjobs.com/es/Novartis_Careers/job/INSURGENTES/Procure-to-Pay-Business-Partner-GDD-and-M-A-SPOC_REQ-10023804-1)