

Treasury Cash Management Payment Specialist

Job ID
REQ-10026311
Oct 16, 2024
Mexico

Summary

The TCM Payment Specialist supports the Cash Disbursement end-to-end process within Novartis Global Service Center (NGSC), safeguarding its quality and effectiveness. 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:** Minimum of 2 years of 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

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

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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.

Alternative Location 1

INSURGENTES (Sandoz), Mexico

Functional Area

Audit & Finance
Job Type
Full time
Employment Type
Regular
Shift Work
No
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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.

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