

Source to Pay Process Excellence Expert - Temporary

Job ID
REQ-10053593
May 28, 2025
Mexico

Summary

Job Description Summary:

This position will act as subject matter expert within FRA for specific processes, systems/tools (departmental/cross-departmental), maintains relevant KPIs, dashboards, and troubleshooting issues from internal and external stakeholders.

About the Role

Job Description

Location: NOCC Mexico #LIHybrid

Key Responsibilities:

- Drives process improvement projects within the End to End S2P Process
- Performs quality reviews of the S2P operations and defines quality metrics.
- Partners with the Third-Party service provider and other S2P members to improve the quality of the S2P operations.
- Drives the knowledge management process (within and outside NOCCs) including the development of user manuals, work instructions, knowledge bases, FAQs, sharing best practices within the teams.
- Drives root cause analysis, identifies issue trends and coordinates the improvement and standardization projects to improve S2P process quality.
- Plans, facilitates and/or executes assigned special projects and effectively collaborates with Business Partners both internal and external with adequate follow-ups.
- Ensure compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements.
- Driving cost reduction, process improvement, and increasing automation in the current S2P function.
- Champions in customer service attitude enabling a highly collaborative environment towards internal and external stakeholders.

Essential Requirements:

- Degree or Equivalent: Bachelor's degree in Finance, Business or a related field.
- Operational Experience: 6-8 years in-depth functional & process expertise in S2P / AP Process.
- Strong people management skills
- Strategic Thinking: Ability to understand business priorities.
- Communication Skills: Demonstrated track record in stakeholder engagement, training, and effective presentation skills.
- Ability to work across a multi-functional working environment and/or experience partnering in a global environment across multiple time zones.
- Requires strong attention to detail and analytical and problem solving skills.
- Proficient in English both written and spoken. Portuguese skills is a plus.

Skills desired:

- People Leadership
- Project management
- Operations Management and Execution.
- Financial Business Partnering.
- Solution Driven and Pragmatic Financial Service Delivery.
- High Quality Financial and Management Reporting.
- High Integrity Financial Compliance and Control.

#This position is restricted to external candidates.

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 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

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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