

## TCM Payment Specialist

Job ID  
REQ-10039516

2月 17, 2025

Malaysia

### 摘要

The TCM Payment Specialist supports the Cash Disbursement end-to-end process within Novartis Corporate Center (NOCC), 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. This includes ensuring all payments are timely executed (run date, value date, due date), with correct payment method, compliant with cash flow management, guaranteeing special care of previously highlighted issues/recurring problems and ensuring that cash disbursements materiality/amount are accurate and compliant. In addition, the payment specialist provides regular and timely reporting to enable improved performance, compliance and cost reduction.

This role ensures having systems, documentation, compliance and reporting in place and supports continuous improvement projects to provide highly effective and efficient end-to-end processes to the Novartis divisions.

## About the Role

### Service Delivery:

- Operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions. Provides functional guidance to the team members. Interacts proactively within FRA and Business Functions to ensure accurate accounting, and financial reporting. Resolve all escalated issues and disputes.
- Collaborates with key stakeholders, including accounting authorities/auditors
- Serves as a Subject Matter Expert for related policies and processes
- Actively initiate and participate in improvements to sustain a highly effective and efficient process, and realize cost reduction opportunities including areas to standardize processes to optimize investments made in global ERP/SAP systems and financial services
- Support the measurement and delivery of service levels and SLA/KPI targets
- Proactively challenge the Status Quo, making fact based recommendations
- Manage day-to-day activities:
  - Ensure proper document management for payment activities and fulfill NFCM & audit requirement.
  - Support Master Data Maintenance (TCM related) in collaboration with Business and other functions
  - Ensure proper accounting of financial transactions and accounting specific questions are well addressed and solved
  - Ensure the creation and maintenance of adequate accounting records to meet the requirements of local legislation and Novartis required standards
  - Perform payments activities, monitor payment error flag & payment rejection.
  - Apply Banking requirement & country regulations , in addition to Novartis standard payment policy & guidelines, ensuring timely payment disbursement
  - Process Improvement activities
  - Analytical skills
  - Good engagement and communication

### Compliance

- Ensure all processes, policies and procedures are clearly defined, fully documented, in line with Novartis standards and consistent with best practices as well as aligned with the Global Blueprint (when applicable)
- Ensure compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements and implementation in internal guidelines
- Ensure application of agreed Novartis control procedures and actively support to deliver SOX certification
- Promote a strong and control environment and follow up on audit issues and implement correcting measures

### People Management

- Actively support NOCC working style by being inclusive, proactive, respectful, and results driven in alignment with Novartis Values and Behaviours

- Act service oriented to enable service lines to deliver a high-performing organization and drive improvement/standard solutions while cultivating customer service focus culture

#### Minimum Requirements:

- Bachelor's degree in Finance/Accounting or any related field
- At least 3 years of experience in either Treasury Cash Management, Accounts Payable or Payment
- Experience in using SAP system
- Able to communicate fluently in English.

#### Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!

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If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:

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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>

部门  
Finance

Business Unit  
CTS

地点  
Malaysia

站点  
Selangor

Company / Legal Entity  
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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