

P2P & T&E Specialist (Thai or Vietnamese Speaker)

Job ID
REQ-10060574

11月 30, 2025

Malaysia

摘要

The FRA S2P Team supports 16 countries, delivering financial reporting and accounting services, financial compliance, and process, systems as well as policies expertise in the areas of Source to Pay (S2P), including Travel and Expense (T&E).

About the Role

Key Responsibilities:

- Review, reconcile, and execute S2P and T&E transactions, analytics, controls & monitoring, and reporting. Analyze data to gain insights on operations and prioritization, enabling data/business analytics-driven decision-making.
- Ensure inquiries from business users are resolved in a timely manner. Resolve raised issues and disputes in a timely manner. Ensure strong quality assurance and strict adherence to Novartis policies, driving strategies with a positive impact on key metrics/KPIs, and providing

highly effective and efficient end-to-end processes to the Novartis business.

- Support compliance in the area of responsibility, ensuring systems, documentation, and proper reporting are in place. Collaborate with internal Novartis Global Process Owner, Business Partners, cross region S2P teams and External Consulting Interface operational teams, as well as business stakeholders and external suppliers, to enable operational excellence and process/system efficiency initiatives while maintaining controls and reporting.
- Execute quality reconciliations, ensuring adherence to Novartis standards, and maintain close communication with R2R and BPA functions. Provide services at expected levels and KPI targets, with a clear customer focus, including handling exceptions.
- Provide functional guidance to other team members when needed. Interact proactively within NGSC and Business to ensure accurate accounting and financial reporting.
- Drive and support system or process enhancements through digital and technology to improve productivity and create a better experience for stakeholders. Stay curious & take the initiative to learn new technologies adopted in Novartis, leveraging them to enhance processes and efficiency.
- Maintain good collaboration with External Consulting Interface services, ensuring efficiency, continuous improvements, and seamless service.
- Keep track of issues, provide quality Root Cause Analysis (RCA) to identify gaps, and execute effective solutions to eliminate the root cause of issues.
- Ensure all accounting policies and procedures are adhered to, including Novartis Financial Control Manual (NFCM) controls and global processes. Promote a strong control environment, follow up on audit issues, and implement corrective measures (if assigned).
- Ensure high-quality master data maintenance to provide a risk-free environment from potential fraud prevention or inaccurate/rejected payments through Call-back validation and AP on Behalf process.

Essential Requirements:

- Bachelor's degree or higher.
- 4+ years of accounting experience, with in-depth functional and process expertise in S2P / AP / T&E processes.
- Proficient in Vietnamese or Thai and English, as this role requires constant communication and dealings with business users, stakeholders, and counterparts in the APAC region and country.
- Proven ability to work efficiently in a multi-national, matrix organization with the End-to-end Requisition to Pay and T&E expertise.
- Moderate to advanced expertise in S2P and T&E SAP processes and T-Codes.
- Exposure to projects and continuous improvement initiatives.
- Analytical mindset and ability to understand situations, interdependencies, and challenges holistically. Experience in collaborating with remote third-party supplier relationships.
- Previous experience with reporting and analysis, with at least intermediate Excel skills.
- Data Analytics: Proven ability to analyze data and derive actionable insights for operational improvement and prioritization.
- Tech Savvy: Demonstrated awareness and exposure to new technologies in the GBS industry.
- Agility: Ability to adapt quickly to changes and demonstrate flexibility in a dynamic environment.
- Strong self-leadership skills with the ability to take initiative and drive tasks to completion independently.

Desirable Requirements:

- Continuous Process Improvement
- Financial Accounting, Financial and Management Reporting
- Technical proficiency (SAP, Ariba Guided Buying, Concur, AppZen, AppZen AI)
- Project management (added advantage)
- Tax
- Stakeholder management
- Proficiency in data analytic (Power BI) and programming / automation tools (Python, VBA, Power Automate) is an added advantage.

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>

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
Finance

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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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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