

Treasury Cash Management (TCM) Payment Specialist

Job ID
REQ-10066227

11月 09, 2025

Malaysia

摘要

#LI-Hybrid
Location : Selangor, Malaysia

The TCM Payment Specialist ensures accurate and timely execution of payments across multiple entities, safeguarding compliance, quality, and efficiency in line with Novartis Treasury standards. This role supports end-to-end cash disbursement processes, drives automation, and contributes to continuous improvement initiatives.

About the Role

Key Responsibilities:

- Execute and monitor payment runs in SAP, ensuring adherence to Treasury rules and payment calendars.

- Validate payment requests, resolve unpaid or returned items, and manage exceptions with minimal manual intervention.
- Maintain proper documentation for audit and compliance purposes.
- Provide timely reporting and analysis to support performance improvement and cost optimization.
- Collaborate with stakeholders to resolve payment-related issues and deliver customer-focused support.
- Drive automation and process simplification, challenging manual processes where possible.
- Support knowledge management (user guides, FAQs) and KPI tracking.
- Participate in special projects and continuous improvement initiatives.
- Ensure compliance with Novartis Accounting Manual (NAM), Financial Controls Manual (NFCM), and regulatory requirements.

Essential Requirements:

- Degree in Accounting / Finance / Business Administration / Economics.
- Minimum 5 years in a shared service or similar environment is preferred.
- Hands-on experience with SAP payment runs and manual payment processes is preferred.
- Experience with SAP system.
- Excellent communication in English.
- Strong analytical and problem-solving skills.
- Strong stakeholder management and customer service mindset.

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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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