

# Senior Business Planning Analysis Analyst

Job ID  
REQ-10067513

11月 26, 2025

Mexico

## 摘要

Deliver expert guidance to leadership on BPA, along with comprehensive analysis, decision support, and operational assistance to both BPA and Business teams.

## About the Role

### Job Description

- Finance Operations Analyst - Finance Support, full-time, for BPA and Business.
- Support dedicated Finance/TA teams from Hyderabad across reporting, P2P, tools, and issues.
- Prepare monthly IBI reports; perform cost object, NCC, and GL mappings.
- Create and amend Purchase Orders per policy and business needs.
- Confirm and approve invoices in SAP S/4HANA, coordinate with approvers.
- Provide accrual support and complete service confirmations in SAP S/4HANA Accrual Tool.

- Produce threshold reports to guide business invoice approvals.
- Align and manage Mercury Tool configurations and usage.
- Conduct due diligence for Statements of Work and contracts.
- Handle email queries; deliver clear, timely stakeholder communication.
- Guide issue resolution for vendor and invoice-related matters.
- Deliver training and workshops on processes, tools, and best practices.
- Identify process gaps; contribute to standardization and continuous improvement.

#### Minimum requirements

- Bachelor's in finance/accounting/business; 2-5 years in finance operations/P2P/shared services.
- Experience with SAP S/4HANA, Excel, reporting tools; familiarity with IBI, mappings.
- Strong analytical & communication skills, attention to detail, process orientation, and stakeholder management.
- Meet deadlines; prioritize effectively; work independently and collaboratively.
- KPIs: report and mapping accuracy, SLA adherence for POs/invoices, fewer exceptions, training coverage, compliance.
- Impactful role with exposure to enterprise tools and cross-functional teams; growth through ownership and improvement.
- Take ownership for the work and intelligently challenge the status quo
- High proficiency in MS Office (Excel, Presentation)

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部门  
Finance

Business Unit  
Finance

地点  
Mexico

站点  
INSURGENTES

Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmac é utica S.A. de C.V.

Functional Area  
Audit & Finance

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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