

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)

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

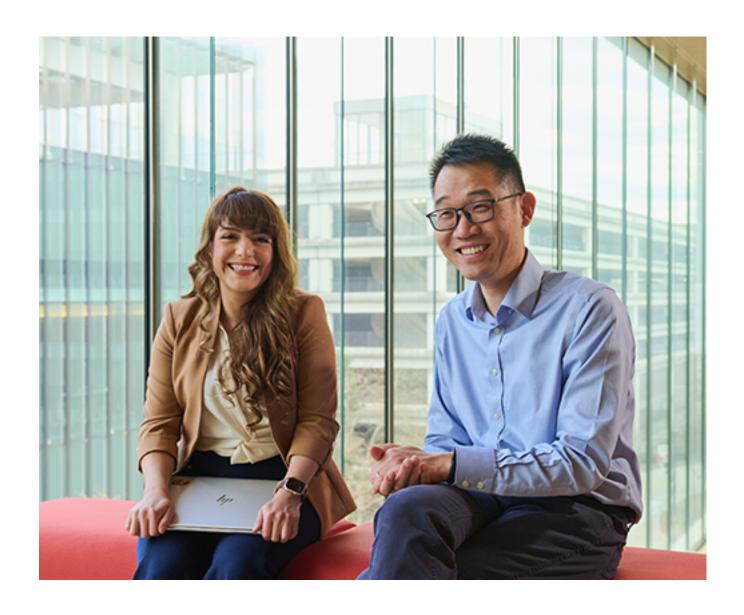
部门 Finance

Business Unit Finance

地点 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
Apply to Job
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 is committed to building an outstanding, inclusive work environment and diverse teams'

representative of the patients and communities we serve.



Job ID REQ-10067513

Senior Business Planning Analysis Analyst

Source URL:

https://prod1.novartis.com.cn/careers/career-search/job/details/req-10067513-senior-business-planning-analysis-analyst

List of links present in page

- 1. https://www.novartis.com/about/strategy/people-and-culture
- 2. https://www.novartis.com/careers/benefits-rewards
- 3. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/INSURGENTES/Senior-Business-Planning-Analysis-AnalystREQ-10067513-1
- 4. mailto:tas.mexico@novartis.com
- 5. https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/INSURGENTES/Senior-Business-Planning-Analysis-AnalystREQ-10067513-1