

Travel and Expense Specialist

Job ID
REQ-10086942

9月 07, 2026

Mexico

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摘要

Fornire supporto analitico alla disciplina FRA per la reportistica finanziaria, la conformità e l'accuratezza dei dati. Gestire e coordinare la preparazione dei rapporti, garantendo una presentazione puntuale.

About the Role

Major Accountabilities

- Fornire supporto analitico ai dirigenti in questioni relative alle attività FRA, al processo decisionale e ai progetti generali.
- Aiutare più colleghi senior a fornire analisi al fine di supportare i processi finanziari, di reportistica e

contabilità .

- Contribuire alla preparazione di analisi e rapporti con particolare attenzione all'accuratezza, conformità e puntualità dei dati forniti (ad es . rapporti sull'attività di profitti e perdite).
- Supportare la preparazione di rapporti su fatti e cifre rilevanti per la segnalazione interna ed esterna in modo puntuale e accurato.
- Supportare la preparazione di proposte scritte di progetti, relazioni analitiche e presentazioni.
- Contribuire al mantenimento di informazioni precise e puntuali sulle immobilizzazioni nel relativo registro e fornire supporto sulla contabilità generale, come richiesto.
- Fornire assistenza a progetti finanziari a livello nazionale o di BU.
- Segnalazione di reclami tecnici / eventi avversi / scenari di casi speciali relativi ai prodotti Novartis entro 24 ore dal ricevimento
- Distribuzione di campioni di marketing (se del caso)

Key Performance Indicators

- Soddisfazione del cliente interno per qualità , adeguatezza e tempestività delle analisi finanziarie fornite
- Soddisfazione del cliente per erogazione del servizio e elaborazione di KPI specifici concordati

Work Experience

Operations management and execution

Skills

- Comprendere i driver di valore
- Pensiero critico
- Capacità di influenzare i principali stakeholder
- Comunicazioni efficaci
- Ottimizzazione dei processi
- Costruire team efficaci
- Sviluppo delle persone
- Contabilità finanziaria
- Reportistica finanziaria e gestionale
- Allocazione delle risorse

Language

Inglese

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: Learn about all the ways we ' ll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

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

Regolare

Shift Work

No

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6aaeac9a7bafd942871153", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
```

```

false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(kPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", // Default:
bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = {};
config.plugins.googleTagManager.customEventsTracking = {};
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }

```

```

// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var thumbEmbedPromise =
thumbnailEmbed({config, mediaInfo: {entryId: "1dgfvmafo"}}); // thumbnailEmbed() returns a
Promise that resolves with the player instance // when the user clicks the thumbnail. Use .then() to
capture the player directly. thumbEmbedPromise .then(function(player) {
window.kalturaPlayerVideos.push(player); // Notify kalturadatalayer.js that a new player is ready so
it can // attach custom event listeners immediately, regardless of when // the user clicked the
thumbnail relative to page load. document.dispatchEvent(new CustomEvent('kalturaPlayerReady', {
detail: { player: player } })); }) .catch(function(error) { console.error(error); }); } catch (e) {
console.error(e.message) }

```

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