

# Lead - S2P - Duplicate prevention and vendor ledger governance

Job ID  
REQ-10013698  
Sep 10, 2024  
India

## Summary

-To lead global duplicate prevention process and vendor ledger governance process, an FRA S2P process supporting all Novartis entities across globe including managing the tool/solution used for delivering the process which based on AI technology and deliver a well governed and audit complained process, drive continuous improvement by building a high performing and engaged team. Be a thought leader in this area and be part of S2P leadership team of NOCC Hyderabad.

## About the Role

### Major accountabilities:

- Manage the duplicate governance of AP process on a concurrent basis using right tool/solution at global level
- Manage the vendor reconciliation process based on agreed spend coverage
- Monitor performance of tool(Xelix) and improve it continuously as it is an AI/ML tool
- Develop and implement risk framework for duplicate analysis and prevention for countries basis Novartis's business presence and AP volume and active consultation/collaboration with GPO, operation and business
- Develop strategy for vendor account reconciliation to cover significant spend and key vendor focusing on better stake holder experience and overall cost reduction through avoidance of error
- Develop and implement adequate post-facto review mechanism to recover actual duplicates, if any.
- Create a structure for country and regional reviews for duplicates and errors in AP area
- Support control owners of associated NFCM controls to deliver best in class SoX compliance and audits.
- Provide timely statutory and country reporting information to internal and external stakeholders, including regional finance officers.
- Create feedback mechanism and knowledge management relating to key observations which will support AP delivery teams
- Manage the implementation of risk management processes and ensure existence and use of adequate risk management tools.
- Escalation management and effective RCA including implementation of remediation actions.
- Building transparency through right reporting of exceptions

### Key performance indicators:

- Keeping the error rate below agreed targets
- Spend scope coverage - vendor account governance

- Timely resolution as per agreed TAT
- Control performance
- Transparency and insights - meaningful and timely
- Performing update/review of process including individual performance of team members
- Audit engagement, observations and closure

**Minimum Requirements:**

**Work Experience:**

- At least 15+ years of deep S2P domain experience
- Managing AP processes with functional breadth.
- Operations Management and Execution.
- People Leadership.

**Skills:**

- Excellent knowledge on AP system - ERP, Workflow and allied sub systems
- Ability to handle conflicting priorities
- Hands on experience of AP Sox controls.
- Critical Thinking.
- Data Cleansing / Normalization.
- E2E Process View.
- Embracing Change.
- Financial Accounting.
- Financial And Management Reporting.
- Interpersonal Savvy.
- Resilience.
- Tax.

**Languages :**

- English.

**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.

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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.

Division

Finance

Business Unit

CTS

Location

India

Site  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Audit & Finance  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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