

# Treasury Cash Management Senior Specialist

Job ID  
REQ-10020196  
Aug 30, 2024  
Mexico

## Summary

-To provide expert advice to superiors for Financial Reporting & Accounting and manage the reporting and accounting requirements for the general ledger; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner.

## About the Role

### Key Responsibilities:

- Work with direct managers to support financial activities, decision making and general projects.
- Provide timely, proactive support on the general ledger.
- Maintain accurate and timely fixed asset information in the fixed asset register including assets under construction and depreciation calculations.
- Prepare analysis or reporting with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Provide all data needed for internal (Financial Consolidation and Reporting System) and external reporting (including statutory accounts, national statistics and tax information) in a timely and accurate manner.
- Provides 'first line support' on SAP issues including fixed assets, cash and general ledger.
- Contribute to FRA projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Minimum Requirements:

#### Work Experience:

- Operations Management and Execution.

#### Skills:

- Ability To Influence Key Stakeholders.
- Building Effective Teams.
- Critical Thinking.
- Effective Communications.
- Financial Accounting.
- Financial And Management Reporting.
- People Development

#### Languages :

- English.

*Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.*

**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>

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Division

Finance

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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