

# TCM Senior Cash Management Specialist

Job ID  
REQ-10020915  
Aug 30, 2024  
Mexico

## Summary

The Senior Cash Management Specialist is in charge of the optimization of cash position to ensure maintenance of adequate liquidity while also managing payments, receipts and financial risk effectively for Novartis Group entities. The Senior Specialist acts as a role model for the Cash Management Team providing guidance, knowledge-sharing, empowerment to junior team members and continuously demonstrating strong leadership skills. The role ensures that Cash Management processes (bank accounting, reconciliation, closing, entries, validation, quality, reporting and analysis) are in place and managed in accordance with defined standards and operating procedures. This includes driving operational improvements, ownership of projects, resolution of complex issues/cases, addressing and solving operational constraints on a timely manner, leading discussions with key stakeholders and bridging operations to the TCM leadership team. The Senior Specialist should demonstrate operational excellence on the key responsibilities that a Cash Management Specialist performs, ensuring cash forecasts are timely executed, with utmost quality delivery and fully compliant. In addition, the Senior Cash Management Specialist constantly provides regular and timely reporting, analysis and KPIs understanding to support NBS to enable improved performance, compliance and cost reduction

This role is also managing performance analysis, banking set-up, controlling of bank operations and all TCM relevant master data, enabling effective and efficient TCM processes. He/She is ensuring coordination of activities with In-House-Bank (IHB) and Group Treasury.

The Senior Cash Management Specialist leads without formal authority the Novartis NGSC Cash Management processes, supporting, enabling and stewarding the execution of quality services by the team.

The position requires a self-driven, diligent, hard-working individual, strong and motivated potential leader with knowledge and experience in Treasury. The role entails the provision of services within the scope of TCM Cash and Banking Management. The position requires a creative, diligent, hard-working individual with knowledge and experience in Treasury driving outstanding customer service and operational efficiency.

## About the Role

Key Responsibilities:

- Has the operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions
- Provides functional guidance from TCM Cash Management perspective for business transactions. Interacts proactively within NGSC and Divisions to ensure accurate cash forecasting and liquidity position
- Leads collaboration with key stakeholders, including senior level cross-Novartis entities business

colleagues and Novartis local entity/group financial reporting and accounting

- Serves as a Subject Matter Expert (SME) for related policies and processes, supports productivity objectives and continuous improvement, process changes and leading practices to have an efficient and effective process
- Drives and monitors improvements to sustain a highly effective and efficient TCM Cash Management process, and realizes cost reduction opportunities including areas to harmonize and standardize processes
- Drives initiatives to improve accuracy of the short-term cash forecast.
- Continuous and close monitoring of closing balances, statements, limits, overdrafts facilities.
- Timely performance of Novartis internal controls relevant to Cash Management and Bank Reconciliation
- Establish an effective forecasting data collection process and control mechanisms.
- Assist internal customers to understand all benefits of an optimized cash management operation
- Coordinate with stakeholders, ongoing analysis of requirements and design of appropriate Cash Management structures and Banking landscape
- Manage, review and control the daily forecasting process in coordination with the relevant stakeholders in NGSC and in countries.
- Review and controls bank/IHB charges, fees and conditions on a periodic basis.
- Manage and ensure quality of TCM master data maintenance
- Support bank account life cycle, systems (e-banking, ERP, TMS), approval workflow and related cash management guidelines in coordination with Group Treasury.
- Actively seeking innovation, embracing and deploying new technologies and unceasingly aiming for automation and simplicity
- Proactively challenge the status quo and comes up with making fact-based recommendations to drive continuous improvement
- Promote a strong and controlled environment, follow up on audit issues and support the implementation of correcting measures
- Actively support the NGSC working style by being inclusive, proactive, respectful, and results driven in alignment with Novartis values and behaviors

#### Key Performance Indicators:

- Delivery of effective and efficient accuracy on daily Cash Forecast analysis and execution
- Leadership and ongoing motivation to Cash Management Team
- Ensure coordination with In-House Bank, Group Treasury and Payments Team to comply with forecasting and liquidity targets
- Ensure bank reconciliations and books closing timely, controlled and guidelines compliant
- Professional and positive attitude towards change and continuous improvement
- Customer satisfaction of service delivery and process specific KPIs

#### Ideal Background:

##### **Education:**

- University level degree in Business Administration/ Economics/Finance or IT related fields

##### **Languages:**

- Fluent in English both written and spoken, excellent communication skills

- Other languages are a plus

**Experience:**

- 3+ years of relevant experience, with good functional exposure to Treasury and Cash Management processes. Accounting and reporting experience is a plus
- In-depth knowledge of Treasury processes and system solutions.
- SAP knowledge: experience with SAP FI and Business Warehouse.
- Conceptual thinking and ability to align specific functional requirements with the overall Treasury & Cash Management strategy
- Demonstrated ability to work effectively in a multi-national organization
- Previous experience within financial shared service centers desirable
- Previous experience working in projects to drive performance improvements (e.g. ERP implementation) is a plus
- Detail oriented, professional attitude, reliable and team player

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Division

Operations

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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