

# Treasury Cash Management Senior Payments Specialist

Job ID

REQ-10020918

Nov 07, 2024

Mexico

## 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 Payments perspective for business transactions. Interacts proactively within NGSC and Divisions to ensure accurate Cash Disbursements
- 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 Disbursement process, and realizes cost reduction opportunities including areas to harmonize and standardize processes
- Responsible to manage the payment preparation and execution life cycle according to the business needs and following Treasury rules
- Performance Management and Service Delivery Processes accurately for all multi entity payment runs through SAP following the Novartis schedule and guidelines
- Ensures proper document management (retention of payment request evidence and other audit relevant documents)
- Timely resolution of unpaid items, items excluded from payment proposal, returned payments and incoming payments from suppliers

Ideal Background:

- Education: University level degree in Accounting/ Business Administration/ Economics/Finance or related fields
- Languages: Fluent in English both written and spoken, excellent communication skills. Other languages are a plus
- Experience: 4 - 6 years of relevant experience, with good functional exposure to Accounts Payables processes and Treasury and Cash Management
- In-depth knowledge of Accounts Payables processes and system solutions.
- SAP knowledge: experience with SAP FI/MM
- 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

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

## Role Requirements

**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

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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