

Travel and Expense Specialist

Job ID

REQ-10086942

сен 07, 2026

Мексика

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Сводка

#LI-Hybrid

Location: Insurgentes

Relocation Support: This role is based in Insurgentes. Novartis is unable to offer relocation support: please only apply if accessible.

Are you passionate about turning financial data into meaningful insights that drive business decisions? Join Novartis as a Travel and Expense Specialist where you'll play an important role in ensuring the accuracy, integrity, and timely delivery of financial information that supports our mission to improve and extend people's lives. Working within a collaborative and dynamic finance team, you'll contribute to financial reporting, accounting processes, compliance activities, and business projects while developing your analytical expertise and gaining exposure to a global organization. This is an excellent opportunity for a finance professional who enjoys problem-solving, continuous improvement, and making a measurable impact through high-quality financial support.

About the Role

Key Responsibilities

- Deliver accurate and timely financial reporting, analysis, and accounting support to business stakeholders.
- Support the preparation of financial reports with a strong focus on data quality and compliance.
- Analyze financial information to provide insights that support decision-making and business objectives.
- Assist with internal and external reporting activities, ensuring accuracy and adherence to reporting requirements.
- Maintain fixed asset records and support general ledger activities as required.
- Contribute to finance transformation and improvement projects at country and business unit level.
- Prepare analytical reports, presentations, and project-related materials to support key finance initiatives.

Essential Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- Relevant experience in finance, accounting, financial reporting, or a related discipline.
- Strong analytical skills, attention to detail, and the ability to work accurately with financial data.
- Advanced proficiency in Microsoft Excel, with solid working knowledge of Outlook and Word.
- Practical experience using SAP and Concur.
- Fluency in English, with strong written and verbal communication skills.

Desirable Requirements

- Experience supporting financial process improvements, transformation initiatives, or cross-functional projects.
- For external candidates, previous experience handling travel and business entertainment expenses.

Accessibility and Accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities.

If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Accesibilidad y Adaptaciones

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad.

Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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 \(PDF 30 MB\)](#)

Дивизион

Finance

Business Unit

Finance

Место

Мексика
Сайт
INSURGENTES
Company / Legal Entity
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.
Functional Area
Аудит и финансы
Job Type
Full time
Employment Type
Regular
Shift Work
No

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