

Record to Report Analyst

Job ID
REQ-10084036
июл 24, 2026
Мексика
Available in: English

Сводка

#LI-Hybrid

Location: Mexico City, Insurgentes

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

About the Role

At Novartis, we are reimagining medicine to improve and extend people's lives, and strong financial operations are essential to delivering on that purpose. As a Record to Report Analyst, you will play a key role in ensuring the accuracy, integrity, and timeliness of financial reporting and accounting activities. Working closely with finance teams and business stakeholders, you will provide analytical support, maintain high-quality financial data, and contribute to reporting processes that enable informed decision-making.

About the Role

Key Responsibilities

- Provide analytical support for financial reporting, accounting activities, and finance-related projects
- Prepare accurate and timely financial analyses, reports, and presentations for internal and external stakeholders
- Support month-end and reporting activities while ensuring compliance with accounting standards and controls
- Maintain accurate financial records, including fixed asset and general ledger information
- Assist in identifying reporting issues and recommending solutions to improve process efficiency and data quality
- Contribute to finance transformation and continuous improvement initiatives across the organization
- Collaborate with stakeholders to ensure service delivery excellence and adherence to agreed service levels

Essential Requirements

- Bachelor's degree in accounting
- 1-2+ years of experience in financial reporting, accounting, record-to-report processes, or related finance operations
- Strong understanding of financial accounting principles, controls, and reporting requirements
- Analytical mindset with the ability to interpret financial data and provide meaningful insights
- Proficiency in Microsoft Excel and experience preparing financial analyses and management reports
- Fluency in English with strong communication and stakeholder management skills

Desirable Requirements

- Experience working with SAP or other Enterprise Resource Planning systems
- Experience within a multinational, shared services, pharmaceutical, or healthcare environment

Commitment to Diversity & Inclusion

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

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.

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
Other
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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