

Fixed Assets Specialist

Job ID
REQ-10075738
апр 16, 2026
Мексика

Сводка

The Fixed Asset Specialist will provide analytical support to the Financial Reporting and Accounting (FRA) function to ensure accurate financial reporting, regulatory compliance, and data integrity. This role is responsible for coordinating and preparing financial reports, managing data analysis, and ensuring all deliverables are completed accurately and submitted within established timelines.

About the Role

Location: Hybrid. CDMX

Your responsibilities include, but are not limited to:

- Provide analytical support to senior accountants and managers in matters related to FRA activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support financial, reporting and accounting processes.
- Contribute to the preparation of analysis and reports with particular emphasis on accuracy, compliance and timeliness of data provided (i.e.: reports on profit and loss activity).
- Support the preparation of reports on relevant facts and figures findings for internal and external reporting in a timely and accurate manner.
- Support the preparation of written project proposals, analytical reports, and presentations.
- Contribute to the maintenance of accurate and timely fixed asset information in the fixed asset register and provide support on the general ledger as required.
- Provide assistance to Finance Projects at country or BU level.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

Essential Requirements

- Accounting experience, Fixed Asset knowledge preferred
- Able to handle multiple workstreams
- English required
- Previous experience utilizing AI
- Experience in the healthcare or life science industries is preferred
- Possess excellent organization and communication skills
- Proficient in MS Office applications such as Word, Excel and Power Point

Commitment to Diversity and 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

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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