

Global Finance Master Data Specialist

Job ID
REQ-10077074
май 14, 2026
Мексика

Сводка

#LI-Hybrid
Location: Mexico City, Mexico

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

GFMD Specialist role provides quality services to Novartis Group entities and is responsible for executing the maintenance of master data used in Novartis, on behalf of internal and/or external customers.

GFMD Specialist is responsible for the daily operations, high quality of the service, as well as timely processing of the master data changes for Customer Master Data and Finance and Controlling Master Data.

The associate ensures all necessary master data is available, accurate and compliant, and providing provides regular and timely reporting to support NVS to enable improved performance, quality, compliance, and cost reduction.

About the Role

Key Responsibilities

- Processing all master data changes within the system of record (e.g. SAP, MDG), ensuring creation and maintenance of Customer and Finance Master Data Entities, attributes and hierarchies (Customer Master Data, Finance and Controlling Master Data including Intercompany, Internal Orders, WBS, Fixed assets), and any other data entity as defined by the Novartis Finance Core GFMD cycle
- Active participation and execution of User Acceptance Testing for any tool related to Finance and Controlling and Customer Master data entities
- Support in KPI's and other analysis preparation
- Responsible for efficient back-up system. Participation in Global/Local projects
- Ensure that applicable policies, processes, and procedures are fully documented and consistently applied through the master data management lifecycle
- Ensure that any guidelines, enhancements to existing procedures and escalation paths are properly followed for the execution of master data management activities
- Proactively challenge the status quo and come up with making fact-based recommendations to drive continuous improvement
- Escalate data issues (process and/or technical) and conduct data impact assessments to ensure data quality is maintained to agreed standards
- Work in conjunction with technical teams to resolve any technical related issue that affects master data integrity and processes. Ensure application of agreed Novartis control procedures and actively supports to deliver SOX certification

Essential Requirements

- University level degree in Business Administration/ Economics/Finance or IT related fields
- Fluent in English both written and spoken, excellent communication skills
- +1-4 years of relevant experience, with some functional exposure to finance processes (accounting, reporting, tax, treasury, forecasting) from a finance master data management perspective
- Master data concept knowledge and master data application set up
- Preferred SAP knowledge: experience in SAP ECC and Business Warehouse, Familiarization with SAP MDG, Qlik sense
- Demonstrated ability to work effectively in a multi-national organization
- Previous experience within financial shared service centers desirable
- Proficiency in Microsoft Office (Excel, PowerPoint, Word)

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

Ajustes de accesibilidad

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.

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