

Travel & Expense Specialist

Job ID
REQ-10083291
июл 10, 2026
Мексика
Disponible en: Español

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.

About the Role

Great employee experiences start with efficient, compliant, and customer-focused processes. As a Travel and Expense Specialist, you will play a critical role in ensuring the seamless execution of Travel & Expense operations while driving accuracy, compliance, and continuous improvement.

About the Role

Key Responsibilities

- Review and process expense reports to ensure accuracy, compliance, and timely reimbursement
- Serve as a subject matter expert for Travel & Expense processes, systems, and policy guidance
- Ensure compliance with global and local policies applicable to the Travel & Expense process
- Perform reconciliations, financial analysis, and month-end closing activities
- Identify and implement process improvements, automation opportunities, and efficiency initiatives
- Partner with cross-functional stakeholders to resolve issues, manage risks, and ensure strong financial controls
- Monitor, analyze, and report Travel & Expense, process KPIs, identifying trends, deviations, and improvement opportunities

Essential Requirements

- Bachelor's degree in finance, Accounting, or a related field
- Experience in finance operations, Travel and Expense, accounts payable, or procure-to-pay processes
- Strong analytical skills with experience in financial reporting, reconciliations, and data analysis
- Ability to strategically analyze data, identify trends and improvement opportunities, and collaborate on automation, artificial intelligence, and process optimization initiatives.
- Knowledge of internal controls, compliance requirements, and audit support activities
- Advanced English skills with the ability to communicate effectively with global stakeholders

Desirable Requirements

- Experience SAP S/4HANA, Concur, AppZen, or other financial and expense management systems
- Experience participating in process improvement, automation, or global transformation initiatives

Imagine What You Could Do at Novartis

Millions of people are waiting for us to help improve and extend their lives. Join us and help reimagine medicine.

Commitment to Diversity & Inclusion

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

Accessibility and Reasonable Accommodations

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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