

Global Finance Master Data Senior Specialist - Temporary Position

Job ID
REQ-10084936
авг 03, 2026
Мексика
Disponible en: Español

Сводка

#LI-Hybrid

Location: Mexico City, Insurgentes

About the Role

At Novartis, we are reimagining medicine to improve and extend people's lives, and high-quality master data is fundamental to achieving that purpose. As a Global Finance Master Data Senior Specialist (temporary), you will play a key role in ensuring the accuracy, integrity, and governance of customer and finance master data across Novartis. You will support daily operations, lead process excellence initiatives, contribute to global projects, and act as a trusted advisor for master data-related topics.

This temporary position offers the opportunity to collaborate across global teams, drive continuous improvement, and contribute to a strong control environment that supports operational efficiency, compliance, and business performance.

About the Role

- Process and maintain customer, finance, and controlling master data within SAP and related systems, ensuring accuracy, completeness, and compliance
- Serve as a key point of contact for master data process-related topics across the GFMD lifecycle, delivering ongoing onboarding, training, and guidance to stakeholders and end users. Develop, maintain, and continuously enhance process documentation, user guides, training materials, and supporting documentation to ensure process standardization, effective knowledge transfer, and successful adoption of process improvements.
- Drive onboarding and knowledge-sharing activities for new team members, acting as a buddy and supporting capability development. Ensure proper application of escalation paths, governance procedures, and operational controls while actively promoting Novartis Values & Behaviors, NOCC ways of working, collaboration, accountability, and a high-quality service culture across the team.
- Participate in User Acceptance Testing (UAT), global initiatives, and local projects related to finance and customer master data
- Monitor data quality, process trends, and operational performance while coordinating KPI reporting and analysis
- Partner with technical teams, quality specialists, and senior business stakeholders, including FRA Heads, Country CFOs, Global Process Owners, and Finance leadership teams, to resolve master data issues, drive process improvements, and strengthen data governance across the organization.
- Support SOX compliance, audit readiness, risk monitoring, and the maintenance of a strong financial controls environment

Essential Requirements

- University degree in Finance, Accounting, Business Administration, Economics, Information Technology, or a related field
- Minimum 3 years of experience supporting finance processes and master data management within a multinational environment
- Working knowledge of SAP ECC, Business Warehouse, and finance master data concepts, including customer and controlling master data
- Strong analytical, problem-solving, and reporting skills with experience managing data quality and process improvement initiatives
- Fluent English communication skills, both written and spoken, with the ability to collaborate effectively across global teams

Desirable Requirements

- Experience with SAP MDG, Qlik Sense, shared service operations, or finance transformation initiatives
- Experience onboarding team members, coordinating projects, or supporting continuous improvement and governance activities in a global 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
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

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