

# Senior Specialist - Management Reporting

Job ID  
REQ-10046500  
May 07, 2025  
Mexico

## Summary

The Management Reporting Analyst is mainly accountable for three areas of deliverables: ensure alignment between the technical team and global FRA, continuous improvement/standardization of reporting solutions and finally ensuring timely and accurate reporting.

The role of the Management Reporting Analyst will be to support the maintenance, the control, the execution, and the accuracy of reporting solutions using SAP technologies such as BI and BPC. The applications are primarily used to provide data insights to different levels of management such as FRA heads and BPAs to support management decision making. These solutions contain financial data for dedicated markets (eg US financials) or dedicated teams (eg global FRA financials).

The analyst will be responsible to ensure these tools are correctly maintained to ensure accurate calculations, inputs from the users and reports for monthly reporting. S/He should assist the organization to enhance reporting capabilities. S/He will also have the responsibility to deliver the required customer support. S/He should facilitate the organization to manage financial and reporting deadlines and drive productivity via reporting excellence, supporting users throughout this process. S/He will also need to be flexible to enable cross team and country support as well as support different applications.

## About the Role

### Major Accountabilities

- Manage the day-to-day operations of the management reporting system, in a timely and accurate manner, meeting all business timelines and information/analytics needed.
- Ensure timeliness, completeness, and accuracy of the data during the month-end period to ensure high quality reporting.
- Perform operational activities on all supported tools, spanning across multiple locations.
- Partner with Finance teams to interpret their needs and identify user requirements.
- Ensure innovative ways to answer key business questions by leveraging existing data sets or creating new ones.
- Creation and maintenance of Project documentation, knowledge, and Support articles (eg FAQ) in SharePoints.
- Supervise the development and maintenance of current reporting systems with IT (eg SAP BI and Excel); integrate other requirements and the changing needs of the organization while ensuring a cost-effective approach.
- Support internal customers to effectively analyze financial performance and recommend areas for improvement.

Education :

- Bachelor's degree and Master's degree

Experience:

- Fluent in spoken and written English
- Minimum of 5 years working experience Record to Report, Management Reporting, FP&A
- Minimum 5 years of hands-on experience developing/supporting reporting solutions.
- Understand the needs of finance customers and provide inputs to technical teams.
- Very good understanding of data warehouse concepts
- Experience in SAP BI required.
- Knowledge of financial consolidation principles necessary, dealing with multiple currencies and FX scenarios

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Division

Finance

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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