

# TCM Senior Cash Management Specialist

Job ID  
REQ-10020915  
Aug 30, 2024  
Mexico

## About the Role

### Key Responsibilities:

- Has the operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions
- Provides functional guidance from TCM Cash Management perspective for business transactions. Interacts proactively within NGSC and Divisions to ensure accurate cash forecasting and liquidity position
- Leads collaboration with key stakeholders, including senior level cross-Novartis entities business colleagues and Novartis local entity/group financial reporting and accounting
- Serves as a Subject Matter Expert (SME) for related policies and processes, supports productivity objectives and continuous improvement, process changes and leading practices to have an efficient and effective process
- Drives and monitors improvements to sustain a highly effective and efficient TCM Cash Management process, and realizes cost reduction opportunities including areas to harmonize and standardize processes
- Drives initiatives to improve accuracy of the short-term cash forecast.
- Continuous and close monitoring of closing balances, statements, limits, overdrafts facilities.
- Timely performance of Novartis internal controls relevant to Cash Management and Bank Reconciliation
- Establish an effective forecasting data collection process and control mechanisms.
- Assist internal customers to understand all benefits of an optimized cash management operation
- Coordinate with stakeholders, ongoing analysis of requirements and design of appropriate Cash Management structures and Banking landscape
- Manage, review and control the daily forecasting process in coordination with the relevant stakeholders in NGSC and in countries.
- Review and controls bank/IHB charges, fees and conditions on a periodic basis.
- Manage and ensure quality of TCM master data maintenance
- Support bank account life cycle, systems (e-banking, ERP, TMS), approval workflow and related cash management guidelines in coordination with Group Treasury.
- Actively seeking innovation, embracing and deploying new technologies and unceasingly aiming for automation and simplicity
- Proactively challenge the status quo and comes up with making fact-based recommendations to drive continuous improvement
- Promote a strong and controlled environment, follow up on audit issues and support the implementation of correcting measures
- Actively support the NGSC working style by being inclusive, proactive, respectful, and results driven in alignment with Novartis values and behaviors

## Key Performance Indicators:

- Delivery of effective and efficient accuracy on daily Cash Forecast analysis and execution
- Leadership and ongoing motivation to Cash Management Team
- Ensure coordination with In-House Bank, Group Treasury and Payments Team to comply with forecasting and liquidity targets
- Ensure bank reconciliations and books closing timely, controlled and guidelines compliant
- Professional and positive attitude towards change and continuous improvement
- Customer satisfaction of service delivery and process specific KPIs

## Ideal Background:

### Education:

- University level degree in Business Administration/ Economics/Finance or IT related fields

### Languages:

- Fluent in English both written and spoken, excellent communication skills
- Other languages are a plus

### Experience:

- 3+ years of relevant experience, with good functional exposure to Treasury and Cash Management processes. Accounting and reporting experience is a plus
- In-depth knowledge of Treasury processes and system solutions.
- SAP knowledge: experience with SAP FI and Business Warehouse.
- Conceptual thinking and ability to align specific functional requirements with the overall Treasury & Cash Management strategy
- Demonstrated ability to work effectively in a multi-national organization
- Previous experience within financial shared service centers desirable
- Previous experience working in projects to drive performance improvements (e.g. ERP implementation) is a plus
- Detail oriented, professional attitude, reliable and team player

## Role Requirements

**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>

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Division  
Operations  
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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