S2P Business Partner

Job ID
REQ-10023039
Sep 24, 2024
Malaysia

Summary

To support the business within country(s) assigned, to ensure seamless P2P and T&E operational services. Provides P2P and T&E related strategic consultancy to key stakeholders and connecting between different functions and departments to ensure early resolution of critical issues/ feedback and queries, including system/ process changes.

About the Role

Major accountabilities:

- Support by close monitoring and improvement of the P2P and T&E KPIs/ process performance for the country(s). Update Key stakeholders on KPIs and process operations. Take initiatives to improve KPIs and operations excellence by understanding RCA and initiating CI activities (where possible).
- Improve Finance Core Convergence, Harmonization of processes among countries and reduction of step outs. Keeping the stakeholders up to date on the on Global Policies and procedures. Ensure compliances to those policies.
- Develop a strong and active relationship with Internal and External stakeholders. Organize structured meetings, clinics, virtual sessions to keep close with the business users and stakeholders. Keep the Key stakeholders up to date with any incidents and remediation plans. Work as an escalation point for the business and ensure timely resolution of all escalations. Ensure Users and operators are up to date with process and on their R&Rs. Coordinate IA and Stat Audit requirements from P2P and T&E perspective.
- Work in collaboration with HUB and GPOs to ensure Global initiatives and policy changes are implemented at country level with reasonable notice time, training and without hampering the operational harmony. Keeping the process documentation up to date ensuring easy backfill.
- Value customer voices. Develop mechanism to engage customers in providing feedback and to improve the feedback.

Minimum Requirements:
Work Experience:

- Minimum 6-9 years' experience in P2P and T&E .

Skills:

- Good analysis and communication skill
- Critical thinking
- High level of curiosity
- Strong collaboration skills and able to work in a matrix

- Expertise on business process modelling / Re-engineering
- Result focus with high integrity
- Capacity to work under pressure
- Passion for the business side beyond pure finance perspective
- Compliance And Controls.
- Data Cleansing / Normalization.
- Embracing Change.
- Financial Accounting.
- Rapid Problem Solving.
- Resilience.

Technical / Functional Skills & Knowledge:

- SAP/ Ariba Guided Buying/ OCR tool - advance user knowledge
- Intermediate/ Advance user knowledge of Excel/ Power Point/ Power BI/ Power Apps
- Change Management experience

Languages:

- Able to communicate fluently in English and Korean to support the respective countries.
- Able to communicate in Chinese (Traditional Chinese to support Taiwan) - secondary language is added advantage.

Why Novartis:

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Division
Finance
Business Unit
CTS
Standort
Malaysia
Site
Selangor
Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)
Functional Area
Audit und Finanzen
Job Type
Full time
Employment Type
Regular
Shift Work
No
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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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