

# Business Planning & Analysis Specialist \_ HCM (15-month contract)

Job ID

REQ-10075414

Apr 10, 2026

LOC\_VN

## About the Role

Key Responsibilities:

Financial Analysis and Reporting:

- Support month-end closing activities, including cost accruals, provisions, and actualization.
- Perform P&L variance analysis versus budget and forecast, and explain key drivers.
- Ensure accurate cost recognition in line with accounting principles and cut-off requirements.
- Coordinate with Shared Service / R2R teams to resolve posting, accrual, and reconciliation issues.
- Prepare management reports and support ad-hoc financial analysis for business stakeholders.

Continuous Improvement and Process Enhancement:

- Identify opportunities to streamline financial processes, improve financial reporting, and enhance data accuracy and integrity.

Essential Requirements:

- 2–3 years of experience in Business Planning & Analysis, Finance, Controlling, or Accounting.
- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or related fields.
- Solid understanding of P&L structure, cost centers, and accrual concepts.
- Good knowledge of Procure-to-Pay (P2P) processes (PO, GR/IR).
- Strong Excel skills (pivot tables, lookups, data reconciliation).
- Experience with ERP systems (e.g. SAP) and financial reporting tools.
- Detail-oriented with strong ownership and accountability.
- Time management, able to work effectively under tight timelines, especially during month-end close.
- Proactive, structured, and solution-oriented mindset.
- Able to communicate financial information clearly to non-finance stakeholders.

## Role Requirements

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Division

DIV\_FI

Business Unit

Finance

Location

LOC\_VN

Site  
Vietnam  
Company / Legal Entity  
VN04 (FCRS = VN004) NVS Vietnam Company Ltd  
Functional Area  
FCT\_FN  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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