

# Financial Analyst - RDF

Job ID  
REQ-10021298  
Sep 25, 2024  
India

## Summary

-To provide expert advice to superiors for Financial Reporting & Accounting and manage the reporting and accounting requirements for the general ledger; to ensure compliance with external and internal accounting reporting requirements in a timely and accurate manner. #LI- Onsite

## About the Role

### Key Responsibilities

- Provide operational partnership/ support to Novartis Clinical operations team (stakeholders)
- Proper accounting of clinical expenses as per Novartis Standard/accounting policies/process, Generate timely payment requests, track/monitor spends on clinical trials that are created using internal clinical data base
- Partnering various stakeholders to ensure that, contractual terms in clinical trial agreements (CTA) reflects the protocol design; and reflected correctly on a Novartis Purchase Order.
- Liaison with various departments within Novartis to process investigator contract payments. Comply to various mandatory trainings
- Demonstrate/comply Novartis value & behaviors and office etiquettes.
- Quick grasp on functional training related to job provided by Novartis during induction and ready to train new joiner in the team. Provide accountable and transparent records for audit trail
- Generate various MIS reports; analyze investigators spend, forecasting, payment data and maintains historical information for both internal and external stakeholders.
- Business partner to ensure investigator spend compliance; analysis overdue & follow up to resolve queries/trouble shoot issues for all studies. Exposure to Lean Six Sigma methodologies for process improvements

### Essential requirements

- MBA or Master's degree in Finance from reputed institute or an equivalent accounting qualification
- 3-5 years' experience in finance/accounts payable in a leading multinational/ corporation
- Hands on Experience of working on SAP

### Desirable Requirements:

- Should be a quick learner and able to train others
- Fluent English (oral and written)

**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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

### **Commitment to Diversity and Inclusion:**

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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Division

Finance

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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### **Accessibility and accommodation**

Novartis is committed to working with and providing 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 [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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