

Global Clinical Operations- Finance Specialist

Job ID
REQ-10022145
Dec 04, 2024
China

Summary

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About the Role

Key responsibilities:

- Supports country SSU strategy in close collaboration with SSO Study Start-Up Team Lead and SSO Study Start-Up Managers to ensure SSU timelines and deliverables are met according to country commitments
- Responsible for accounting and execution of investigator payments in a direct country or extended study group (OPC and satellite countries) in close collaboration with SSO Study Start-Up Manager, SSO Clinical Project Manager and SSO Contracting Specialist in assigned projects
- Project controlling & budget management supports financial planning, forecasting and management, analyses and reports project costs and their drivers
- Set up & validation of investigator contracts in the accounting system for clinical studies
- Executes and monitors internal controls
- Translates Grant Plans into local Payment Schemes
- Prepares and submits country TCF(s)
- Updates systems (ACT, Optimus, etc.)
- Executes payments, communicates with sites when it comes to payment issues
- Tracks and oversees payment status
- Ensures adherence to financial standards, prevailing legislation, ICH/GCP, IRB/IEC, Health Authority and SOP requirements
- Implements innovative and efficient processes which are in line with Novartis strategy

Essential requirements

- Commercial or financial training (e.g., vocational qualification) or a degree in scientific, finance or economics discipline with experience in clinical operations and/or project management
- Fluent in both written and spoken English, local language as needed
- 1+ years of experience in clinical operations or equivalent
- Understanding of clinical drug development with particular emphasis on trial set-up, and contracting
- Understanding of the international aspects of drug development process, including strong knowledge of international standards (GCP/ICH), health authorities (FDA/EMA), local/National Health Authorities regulations and Novartis standards
- Communicates effectively in a local/global matrixed environment

Desirable requirements

- Demonstrated ability to problem solve and mediate complex issues
- Strong financial and business economics background, Strong process and system understanding, Independent, dynamic, structured and committed way of working

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?

Benefits and Rewards: Go to Novartis career website to learn about all the ways we'll help you thrive personally and professionally.

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 tell your relevant request to our hiring managers.

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up. You can follow us via the official account and video account of Novartis Recruitment.

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Division

Development

Business Unit

Innovative Medicines

Location

China
Site
Shanghai (Shanghai)
Company / Legal Entity
CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.
Alternative Location 1
Beijing (Beijing), China
Functional Area
Research & Development
Job Type
Full time
Employment Type

Shift Work

No

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