

Assistant Manager – Data Steward

Job ID

REQ-10056357

Jul 06, 2025

India

Summary

#LI-Onsite

Data Steward has accountability for day-to-day management of data. They are the Subject Matter Experts who understand and communicate the meaning and use of information. They are responsible for working with the Data & Business Owners to implement data quality standards & process.

About the Role

Key Responsibilities:

- Execute data stewardship tasks, using common methods & tools. Collaborate with business in defining business rules for the data and documenting metadata for various data elements
- Collaborate with Data Governance team providing input for Data Standards and Process as per insights gained from the data
- Develop good understanding of Finance business processes, end-to-end business and data functionality
- Work closely with the Data Owners, Data Governance and Data Quality, Global Process Owner (GPO) to ensure execution of data stewardship tasks as per aligned stewardship process and standards
- Liaise with the Functional Data Owners, Business Owner, Data Maintainers, to discuss and resolve Data Quality issues. Continuously monitor the progress of Data Quality KPIs and ensure adherence
- Ensure continuous and effective communication with relevant team members, stakeholders and colleagues in relation to stewardship activities. Review and approve data exceptions for the data created by Data Owner/Maintenance team
- Collaborate effectively with data community, to facilitate shared learning between Business Users and Stewards and to promote active Data Quality Governance through the Finance Master Data Team. Adherence to the Novartis Values & Behaviors
- Ensure exemplary communication with all stakeholders including internal associates through regular updates with focus on accomplishments, KPIs, best practices, change management, key events etc.
- Implement continuous process improvement projects to improve data quality & productivity. Implementation of Data Quality Strategy & framework .Ensure to maintain the Quality of Master Data throughout the business process
- Provide guidance and set standards of functional excellence in methodologies, processes and SOPs to enable enhancement of Global & Local data operations

Essential Requirements:

- Chartered Accountant /MBA finance or equivalent, CA Preferred.

- 5+ years of experience working as a data steward for key business functions such as Finance, Pharmaceutical, Healthcare
- Hands-on experience in working in Data Quality, Data Governance, Master data and data management domain
- Hands-on experience in Collibra, Informatica Data Quality, Informatica Analyst, Ataccama, Alation or any such tools. Familiar with process set-up, Data Quality KPIs and operational issues / management
- Exposure to tools like Power BI, Service Now, Jira, Confluence, Excel, PowerPoint, and SharePoint for analysis & documentation. Strong understanding of data models, data lifecycle, and enterprise systems (e.g., SAP ECC/S4 Hana, SAP EDW).
- Proficiency in Data Stewardship process, Data Quality monitoring and issue remediation
- Excellent analytical, communication, Presentation, and stakeholder management skills

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

Finance

Business Unit

Corporate

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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Please include the job requisition number in your message.

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