

# Associate Director, Business Planning & Analysis

Job ID

REQ-10012181

Jun 25, 2024

USA

## Summary

Location: Cambridge, MA (Hybrid) #LI-Hybrid About the role: Serve as a key business partner focused on forecasting, reporting activities and financial management. Will work closely with various stakeholders to ensure financial compliance, timely and accurate reporting, understanding of the financial implications and trade-offs of actions, that decision making is supported through high-quality analysis and that budget risks and opportunities are properly managed.

## About the Role

### Your Key Responsibilities:

- Responsible for Global Health Research Disease Area Budget management, and Research Business Development & Licensing (BD&L) Business Planning & Analysis (BPA) external collaborations forecasting including core and non-core P&L, external funding grant applications and management, cash impact and outlook of future milestones obligations.
- Support West Coast research sites (Emeryville & San Diego, CA) financial management as needed and BD&L Finance team (Cambridge, MA)
- Partner effectively with Disease Area Head, Head of Operations, BD&L, Leadership teams, Project Management and scientific lead
- Support timely and accurate submission of budget, the latest forecasts and monthly outlooks with a focus on phasing accuracy. BPA will be responsible for understanding monthly variances to forecast and explaining to BPA stakeholders on monthly closing calls
- Prepare annual finance budget and LF presentations and present to key partners
- Perform and document relevant accruals for BD&L deals and agreements in compliance with FRA policies
- Design and maintain early warning systems for financial tracking, ensuring accurate advance warning for all financial results
- Conduct value added analyses, e.g. Resource Allocation, Profitability analyses, Benchmarking to recommend short -and long-term targets and improvement areas
- KPIs: Accuracy of actuals, plans, availability of analysis in time and of required quality; Achievement of budget targets, quarterly financial forecast accuracy; Specific DA output KPIs; Customer satisfaction

## Role Requirements

### Essential Requirements:

- Bachelor's degree is required

- 7+ years of direct Finance business experience is required, preferably from a pharma, biotech, or healthcare firm; consideration will be given to those with 3+ years of relevant work experience, having worked as an FDP at Novartis
- Demonstrated experience in the following:
  - Forecasting accuracy and risks and opportunities management
  - Business Partner satisfaction and sound business insight
  - Successful implementation of initiatives and process improvements
  - Quality of reporting
- Analytical and data driven personality; confirmed ability to “see beyond the numbers” and provide analytical insights
- Experience and ability to synthesize information and present it in a clear and structured way
- Adept in and experience in collaborating with leadership and cross-functional teams, gaining commitment and influencing for results
- Inspired and curious - able to challenge the status quo as needed
- Able to guide and oversee others for projects; effective indirect management; displayed experience in interacting with senior leaders to drive key projects
- Instills trust, authentic, and builds and maintains relationships at all levels

#### **Desirable Requirements:**

- Subject area in Business, Finance, Economics, Accounting or related strongly preferred; MBA or Master's degree is a plus
- Experience in BD&L transactions with understanding of accounting principles
- International experience / working in multiple countries is strongly desirable; cross-cultural experience is an asset

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$136,800.00 and \$205,200.00 / year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**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>

**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: <https://talentnetwork.novartis.com/network>

Finance  
Business Unit  
Pharma Research  
Location  
USA  
Site  
Cambridge (USA)  
Company / Legal Entity  
U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.  
Functional Area  
Audit & Finance  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
[Apply to Job](#)  
Job ID  
REQ-10012181

## **Associate Director, Business Planning & Analysis**

[Apply to Job](#)

---

**Source URL:** <https://prod1.id.novartis.com/id-en/careers/career-search/job/details/req-10012181-associate-director-business-planning-analysis>

### **List of links present in page**

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Cambridge-USA/Associate-Director--Business-Planning---Analysis\\_REQ-10012181](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Cambridge-USA/Associate-Director--Business-Planning---Analysis_REQ-10012181)
4. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Cambridge-USA/Associate-Director--Business-Planning---Analysis\\_REQ-10012181](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Cambridge-USA/Associate-Director--Business-Planning---Analysis_REQ-10012181)