

# 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.

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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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