

Financial Analyst - RDF (CoE)

Job ID
REQ-10023054
Nov 11, 2024
India

Summary

Provide operational support to Novartis Clinical operations team (stakeholders) and to track clinical expenses as per Novartis Standard/accounting policies/process

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 training . 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. Prior transition experience in any accounting process is preferred
- 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 Requirement:

- 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 Requirement:

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

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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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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 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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