

# Senior Financial Analyst - RDF COE

Job ID  
REQ-10055572  
Jun 30, 2025  
India

## Summary

#LI-Onsite #LI-Hybrid

To provide operational support to Novartis Clinical operations team (stakeholders) with 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

## 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 Requirements:

- MBA or Master's degree in Finance from reputed institute or an equivalent accounting qualification
- 5+ years' experience in finance/accounts payable in a leading multinational/ corporation
- Hands on Experience of working on SAP
- Macro's / Powerbi
- Should be a quick learner and able to train others

Fluent English (oral and written)

**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  
Universal Hierarchy Node  
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 building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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