

## Financial Analyst - RDF (CoE)

Job ID  
REQ-10023054

11月 11, 2024

India

### 摘要

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)

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 t 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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#### Commitment to Diversity and Inclusion:

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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部门  
Finance

Business Unit  
CTS

地点  
India

站点  
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](mailto: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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