

## Business Operations Manager (BOM - tactical)

Job ID  
REQ-10073843  
мар 18, 2026  
Индия

### Сводка

As a tactical BOM, you will participate in proactively supporting tactical budget activities across the Biomedical Research Translational Medicine (BR-TM) organization. The role strengthens operational budget consistency, improves financial risk detection, and ensures high-quality budget execution across budget life cycle early development related to TM deliverables.

This role complements the end-to-end budget management and oversight under the Portfolio Resources and Finance Management group. Whilst not having any direct overall clinical budget responsibility the BOM needs to have a solid understanding of budget activities and forecasting. It is also of huge benefit that the BOM is familiar with basic clinical study/early development conduct terms and timings.

### About the Role

#### Major Accountabilities

- Proactively provide tactical solutions for daily budget tasks during study conduct and other cross-TM cost activities. Serve as first contact for basic budget support and PO and invoice matters from study maintenance onward.
- Oversee and monitor PO activity and budget impact. Detect risks and communicate to Clinical Finance Manager. Deliver quarterly PO risk assessments on GR IR balances.
- Track budget impact from contracts and amendments. Support timely, current budget planning and forecasting.
- Ensure tracking systems and data sources are accurate and up to date.
- Support Therapeutic Area-level budget deliverables. Provide Clinical Finance Managers with PO-related financial risk inputs.
- Support end-of-trial budget activities. Partner with Clinical study team and drive timely, accurate PO closeouts.
- Identify budget risks and opportunities. Communicate and report to relevant stakeholders
- Contribute to process improvement.
- Support internal TM processes with guidance on requirements and best practices.
- Represent your function to deliver tactical support to Translational Management. Collect data and track KPIs and other performance indicators.
- Liaise with customers and partners to align actions and track deliverables.
- Maintain supporting IT systems to keep information accurate.

#### Education (minimum/desirable):

Undergraduate degree, preferably in a scientific discipline or life science background or equivalent work experience

#### Languages:

Fluent English (oral and written)

#### Experience/Professional Requirement:

- Minimum 5 years' experience in Clinical Operations (early development), procurement or trial budget execution.
- Total experience of 10+ years, Understanding of clinical study processes and milestones.
- Strong communication and stakeholder management.
- Proactive problem solver.
- Ability to navigate financial systems and maintain data accuracy.
- Ability to prioritize work, multi task, manage time appropriately in a fast paced/high volume environment.
- Proven cGCP background

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Business Unit  
Research  
Место  
Индия  
Сайт  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Research & Development  
Job Type  
Full time

Employment Type  
Regular  
Shift Work  
No

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