

Financial Analyst, US BPA

Job ID
REQ-10076387
апр 23, 2026
Индия

Сводка

About the role:

The Financial Analyst supports the delivery of accurate, timely, and compliant financial operations across US supported functions. The role is responsible for executing day to day FinOps activities including purchase orders, invoices, vendor support, accruals, and reporting, while partnering closely with BPAs, Procurement, and Finance teams.

This position plays a critical role in ensuring operational excellence, strong financial controls, and a seamless business partner experience within Novartis' global finance operating model.

About the Role

Key Requirements:

- Financial Operations Execution: Perform end-to-end operational activities across PR/PO/SOW creation, amendments, and closures in line with Novartis policies. Support invoice processing, service confirmations, GR/IR resolution, and payment follow-ups to ensure timely vendor payments.
- Assist with vendor onboarding, master data updates, and lifecycle support in collaboration with Procurement teams.
- Accruals, Close & Controls: Support monthly and quarterly close activities, including accruals and invoice cut-off activities. Maintain accurate documentation to ensure audit readiness and compliance with internal controls. Identify discrepancies and proactively partner with relevant teams for resolution.
- Stakeholder & Query Management: Act as a point of contact for operational finance queries from business stakeholders and BPAs. Provide timely status updates and clear guidance to reduce rework and follow-ups.
- Escalate risks or issues appropriately to ensure continuity of business operations.
- Reporting & Continuous Improvement: Support preparation of operational reports, trackers, and dashboards to enable visibility and decision-making.
- Contribute to process standardization, simplification, and automation initiatives within FinOps. Participate in trainings, knowledge transfer, and adherence to SOPs.

Essential Requirements

- Bachelor's degree in **Finance, Accounting, Commerce, or related field**
- **2–5 years** of experience in **Financial Operations, FRA, BPA, or Procure-to-Pay environments**
- Hands-on experience with **PO processing, invoicing, accruals, and reconciliation activities**
- English speaking & Strong analytical skills with attention to detail.
- Ability to manage multiple priorities in a **high-volume, deadline-driven environment**.

Desirable Skills:

- Exposure to **US finance operations or global operating models**
- Working knowledge of **Ariba, SAP/FICO, Mercury, and vendor portals**
- Strong Excel and reporting skills.
- Experience supporting **Medical Affairs or other regulated functions**.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally. [Read our handbook \(PDF 30 MB\)](#)

Дивизион

Finance

Business Unit

Finance

Место

Индия

Сайт

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Аудит и финансы

Job Type

Full time

Employment Type

Regular

Shift Work

No

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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 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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