

Financial Analyst

Job ID
REQ-10082030
Июн. 25, 2026
Индия

Сводка

About the role:

The 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 Responsibilities

- **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 standardisation, 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**
- 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 Requirements:

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

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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

Accessibility and accommodation

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