

Benefits Expert - Invoicing & PO Management

Job ID
REQ-10085762
авг 20, 2026
Индия

Сводка

#LI-Hybrid

Location: Hyderabad, India

About The Role:

As a Benefits Expert - Invoicing & PO Management, you independently lead and manage invoicing, purchase order, vendor management, reconciliation, reporting, and governance activities across assigned benefits programs. You do this by partnering closely with the core Benefits team, ensuring operational excellence, maintaining compliance and financial accuracy, and delivering a high-quality stakeholder experience.

In this role, you serve as a key point of contact for billing and payment-related processes, supporting business continuity, resolving stakeholder queries, and ensuring the timely and accurate execution of invoicing and PO activities. You also drive continuous improvement initiatives, strengthening controls, enhancing process efficiency, and supporting the evolving needs of the Benefits organization.

About the Role

Key Responsibilities:

- Manage end-to-end Purchase Order (PO) and Invoice Management activities across benefits programs globally, ensuring timely creation, maintenance, amendment, closure, monitoring, processing, approval, payment tracking, and compliance with procurement, finance, and internal control requirements.
- Serve as a key point of contact for stakeholders, vendors, Finance, Procurement, P2P Operations, and business partners to resolve operational issues, invoice discrepancies, payment-related queries, and support vendor onboarding, master data maintenance, documentation follow-ups, and vendor lifecycle management.
- Support financial governance activities including budget tracking, accrual reviews, spend monitoring, open commitment management, reconciliations, reporting, and ensuring appropriate cost center usage, financial allocations, and adherence to corporate financial policies and controls.
- Maintain accurate operational databases, trackers, and financial records to ensure transparency, audit readiness, effective decision-making, and the availability of complete and accurate documentation for audit, compliance, and management reporting activities.
- Monitor operational risks, identify process gaps, perform root cause analysis, and drive issue resolution through collaboration with cross-functional teams.
- Support process improvement initiatives focused on enhancing efficiency, strengthening controls, improving stakeholder experience, reducing manual effort, and leveraging automation and digital solutions where appropriate.
- Develop, maintain, and continuously improve Standard Operating Procedures (SOPs), process documentation, governance materials, and knowledge repositories while supporting business continuity through cross-training, knowledge sharing, and acting as backup for critical operational processes.
- Take ownership of assigned workstreams, manage multiple priorities, ensure high levels of quality, accuracy, and service delivery, and build strong relationships with global stakeholders through effective communication of operational and financial matters.

Essential Requirements:

- Full time graduation with 5-7 years of experience in Finance Operations, with strong expertise in Accounts Payable, Purchase Order Management, Invoice Processing, and Financial Governance.
- Knowledge of SAP Ariba and procurement processes.
- Proven experience in Contract and Vendor Management, including vendor onboarding, master data maintenance, and stakeholder coordination. MBA or equivalent in Finance is preferred.
- Strong understanding of financial controls, reconciliations, budget tracking, accrual management, and audit/compliance requirements.
- Experience working with global stakeholders across Finance, Procurement, P2P, HR/Benefits, and external vendors in a multinational environment
- Demonstrated track record of driving process improvement, automation, standardization, and operational excellence initiatives.
- Proven experience managing complex operational processes and global stakeholder relationships.
- Ability to manage multiple priorities in a fast-paced environment while maintaining strong attention to detail and ownership of deliverables.

Desirable Requirements:

- Familiarity with vendor governance and vendor management activities.
- Experience collaborating with cross-functional and geographically diverse stakeholder groups.
- Exposure to process improvement and automation initiatives.
- Experience working in global, complex, and matrixed organizations.

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Дивизион
People & Organization
Business Unit
Human Resources

Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

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