

Financial Analyst, US BPA

Job ID
REQ-10076387

4月 23, 2026

India

摘要

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 \(PDF 30 MB\)](#)

部门
Finance

Business Unit
Finance

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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"10m7rm1pm", partnerId: "2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause:
false, allowMutedAutoPlay: false, loop: false }, sources: { options: {}, startTime: 0 }, plugins: {},
sources: { options: {}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true,
showSpeedMenu: false }, css : "/modules/custom/arcticnckalturaaddon/css/kalturavideo.css",
components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets: ['Playback',
'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
KalturaPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
```

```
(KalturaPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
(KalturaPlayer.plugins["transcript"]) { config.plugins["playkit-js-transcript"] = { position: "right", //
Default: bottom;('left', 'right', 'top', 'bottom') to enable transcript. expandMode: "over", // Default:
alongside;('alongside', 'hidden', 'over') expandOnFirstPlay: false, showTime: true, downloadDisabled:
false, printDisabled: false, disable: true }; } if (KalturaPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (KalturaPlayer.plugins["navigation"]) {
config.plugins.navigation = { position: "right", expandMode: "over", expandOnFirstPlay: false, visible:
false }; } if (KalturaPlayer.plugins["hotspots"]) { config.plugins["playkit-js-hotspots"] = { disable: true }; }
if (KalturaPlayer.plugins["moderation"]) { config.plugins["playkit-js-moderation"] = { disable: true }; } if
(KalturaPlayer.plugins["info"]) { config.plugins["playkit-js-info"] = { disable: true }; } if
(KalturaPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents =
[]; if (KalturaPlayer.plugins["googleAnalytics"]) { config.plugins.googleTagManager = { };
config.plugins.googleTagManager.customEventsTracking = { };
config.plugins.googleTagManager.containerId = 'GTM-57RJQ5';
config.plugins.googleTagManager.customEventsTracking.custom = [];
config.plugins.googleTagManager.customEventsTracking = { preset: { coreEvents: true, UIEvents:
false, playlistEvents: false, castEvents: false } }; }
```

```
try { var kalturaPlayer = KalturaPlayer.setup(config); // Add the player to the global array. if (typeof
kalturaPlayerVideos !== 'undefined') { kalturaPlayerVideos.push(kalturaPlayer); } else { var
kalturaPlayerVideos = []; kalturaPlayerVideos.push(kalturaPlayer); } // Load the Player for other
media. kalturaPlayer.loadMedia({entryId: "1_dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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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