

Digital Finance-Manager

Job ID
REQ-10045660

4月 28, 2025

India

摘要

About the role:

The position will lead the tool operations for one of our digital finance tools SOFIA. The job will require the experience in business operations, skills and/or practical experience on basic Finance data analytics and financial planning or reporting tools.

About the Role

Key Requirements:

- Acting as first level support for our users across globe, delivering business continuance, user trainings and user access management
- Ability to work with technical team to ensure timeline alignments, communication within tools, data quality checks
- Work closely with product managers to facilitate new solutions, features by supporting data

analysis

- Interact with technical operations team for system performance, ensure daily operations continuity
- Develop documentation for business operations procedures, develop SOPs and user guides.
- Cross function collaboration for tool related operational updates/ enhancements; addressing them with our IT partners (acting as a bridge between stakeholders and IT team).
- Drive process excellence initiatives ensuring our recurring process are optimal, while keeping a user-centric mindset. Identify the scope of process improvements, automations to facilitate efficient operations.

Essential Requirements:

- Excellent communication skills, experience to communicate with business leaders through all level of organization.
- Experience of working on business system analysis, process automations; data simplification using advance tools.
- Ability to manage multiple tasks, deadlines and adapting to continuous system changes.

Desirable Requirements:

- 5+ Years of experience in business operations, skills and/or practical experience on basic Finance data analytics and financial planning or reporting tools.
- Master ' s/bachelor ' s degree in business management, Finance or FinTech related field.

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部门

Finance

Business Unit

Universal Hierarchy Node

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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