

Senior Manager, Budget & Reporting

Job ID
REQ-10059349

8月 13, 2025

India

摘要

Position Overview / Profile Summary :

The Senior Manager, Budget & Reporting will play a pivotal role in ensuring the smooth financial management for Centralized Asset Services Team (CAST) services. CAST is designed as in “in-house” capability for creative and digital production operations across all US promoted brands, to ensure full compliance on all related assets; and achieve measurable operational efficiencies, quality and cost savings goals. This role will be responsible for managing all aspects of financial planning and reporting, while driving operational efficiency and adherence to internal procedures and requirements. The role requires a high level of expertise in financial processes, vendor management, and advanced data analysis, enabling cross-functional collaboration and informed decision-making. The role will coordinate with CAST teams (co-located in US, India, Mexico, Ireland, etc.), external vendor partners and cross functional teams to gather information required for various aspects of financial management and financial reporting.

As an internal organization, CAST will drive value for our stakeholders, coordinating across the network to support the Novartis mission to improve patients' lives.

About the Role

Location - Hyderabad #LI Hybrid

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Key Responsibilities:

Financial Oversight:

- Lead end-to-end finance management for CAST, ensuring accurate budget utilization, tracking and forecasting.
- Monitor and manage monthly budget performance, identifying and reporting potential risks and opportunities.
- Provide financial insights and recommendations to support strategic decision-making.
- Ensure adherence to relevant financial policies, procedures, and compliance requirements and review for enhancements.

Budget Management:

- Develop and maintain detailed budget plans, including cost allocation, cross-charges, and reconciliations of planned vs actual budget utilizations.
- Ensure timely and accurate management of cross-charges and goods receipting processes.

Vendor and Procurement Management:

- Oversee vendor relationships, including tracking spend and compliance with service agreements.
- Manage the purchase ordering process, ensuring accurate tracking and adherence to internal

protocols.

- Maintain subscriptions, licenses, and contracts, ensuring timely renewals and cost optimization.

Reporting and Analysis:

- Compile, analyze, and present financial data for various stakeholders, including senior leadership
- Design and produce customized reports to convey and visualize key metrics and trends.
- Work with the Associate Director, Program Operations & Reporting, to optimize finance management and reporting within existing internal demand management tool

Collaboration and Stakeholder Management:

- Act as a key liaison between the Marketing Department functions and Finance teams, facilitating clear communication and alignment.
- Collaborate with cross-functional teams to ensure effective and efficient financial operations across the department.

Essential Requirements:

- Minimum of 5 years of experience in financial management, operations, or a similar role.
- Advanced proficiency in Microsoft Excel, including pivot tables, formulas, and data analysis tools.
- Strong knowledge of financial systems, tools, and processes (e.g., managing purchase orders, cross-charges, goods receipting).
- Excellent organizational and project management skills with a detail-oriented approach.
- Exceptional communication and stakeholder management skills.
- Proven ability to create and present insightful reports tailored to different audiences.
- Demonstrated ability to work collaboratively and effectively in a fast-paced environment.
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage

Desired Requirements:

- Experience in working within large marketing teams or similar creative departments.
- Proficiency in financial systems/tools (e.g., SAP, Oracle, or similar).

Commitment to Diversity and Inclusion:

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.

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>

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门
US

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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