

BPA Manager - DD&IT Projects

Job ID
REQ-10062090

10月 09, 2025

India

摘要

About the role:

To support the business within a country with complex analysis, reporting, forecasts etc. (typically very large to large revenue) and may coordinate a team of specialists. To act as a Business Partner for BPA within a country, providing insightful and value-added analysis and decision support to the management team.

About the Role

Key Responsibilities:

- Business Partnering: Partners effectively on different dimensions (local, global, within BU Operations, across divisions as well external stakeholders, Senior Management).
- Develops and implements strategic financial plan in close collaboration with global business leaders and divisions providing cost transparency and ensure good understanding of key cost

drivers.

- Evaluates risks and opportunities, proactively communicates, and makes recommendations for mitigation. Follows up and ensures issues are addressed and ensures that business understands the financial processes and follow internal guidelines/SOPs
- Turn Table Process: Oversee and ensure processing of monthly DDIT Projects forecast from UBM (DDIT Portfolio Management tool). SPOC for all process relevant topics. Ensure coordination with Project Managers and Project BPAs . Work with UBM IT team to resolve any technical issues and process improvisation and automation.
- Intercompany Invoicing: Prepare and issue invoices for DDIT Projects to funding entities. Invoice Verification and Validation Resolve discrepancies by communicating directly with counterparties in other entities. Review recording of intercompany invoices in the company ' s ERP or financial system and maintain accurate and up-to-date records of all intercompany transactions. Reconciliation and Reporting Assist in month-end and year-end closing activities, ensuring timely resolution of open items. Identify and escalate process gaps or compliance risks to management. Collaborate with cross-functional teams to streamline the intercompany invoicing process
- Master data set-up: Oversee and ensure the processing of all master data changes within the system of record (e.g. SAP), ensuring creation and maintenance of Customer and Finance Master Data Entities, attributes and hierarchies (Customer Master Data, Finance and Controlling Master Data including Intercompany, Internal Orders, WBS, Fixed assets), and any other data entity as defined by the Novartis Finance Core GFMD cycle. SPOC for all process relevant topics. Ensure the coordination of Country FRA Connects. Close collaboration with other FRA and GFMD processes, especially GPO and Governance.
- Work in conjunction with technical teams to resolve any technical related issue that affects master data integrity and processes. Leads the timely, accurate and meaningful financial management reporting on operation and project cost that serve the basis of performance management and decision making. Challenges business requirements and validate with equivalent benchmarks
- Project Mapping tracker: Maintain project mapping file for accurate reporting. Support PMs on reporting queries
- Accounting & Compliance: Ensures accounting practices are in line with Novartis Accounting Manual (NAM). Applies standard accounting concepts and techniques and takes responsibility for specific functional reporting set up in FCRS. Identifies root cause of problems and recommends controls or processes for improvement
- Leadership: Takes the lead for the area of responsibility in providing guidance to the team members to achieve desired results. Provides support and guidance to other finance colleagues within Operations and Business Finance, Leads large complex global projects. Trains and develops the team to a recognized and value adding function within the organization. Drives talent development and actively drives the Change Mgt. agenda of the function/business

Essential Requirements:

- University level degree in Finance / Accounting / Business Administration/ Economics. Chartered Accountant / MBA desirable
- 12+ years of financial experience in various areas (Controlling/Business Planning & Analysis, Intercompany)
- Demonstrated ability to work effectively in a multi-national, matrix organization
- Global/Multi-function project and change management experience

- Working experience of SAP, Good Excel and PPT skills
- Strong Customer Service experience

Desirable Requirements:

- Demonstrated ability to work with international colleagues
- Excellent people skills
- Excellent Stakeholder engagement skills

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
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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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.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.



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