

## Financial Analyst

Job ID  
REQ-10082030

6月 25, 2026

India

### 摘要

About the role:

The 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 Responsibilities

- 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 up 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 standardisation, 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
- 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 Requirements:

- Exposure to US finance operations or global operating models.
- Working knowledge of Ariba, SAP/FICO, and vendor portals.
- Strong communication and Excel skills & Stakeholder management and reporting.
- Experience supporting cross functions or other regulated functions.

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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

```
var kPlayer = KalturaPlayer55802022 || KalturaPlayer; var config = { targetId:
"kalturaplayer6a3e05cc9eba7457138089", provider: { widgetId: "10m7rm1pm", partnerId:
"2076321", uiConfId: "55802022" }, playback: { autoplay: false, autopause: false, muted: false, loop:
false }, sources: { options: {}, startTime: 0 }, disableUserCache: "true", plugins: {}, sources: { options:
{}}, startTime: 0 }, ui: { showCCButton: false, settings: { showQualityMenu: true, showSpeedMenu:
false }, components: { fullscreen: { disableDoubleClick: false } }, uiComponents: [ { presets:
['Playback', 'Live'], area: 'BottomBarRightControls', replaceComponent: 'Fullscreen', get:
kPlayer.ui.components.Remove } ] } }; // Check and add plugins only if they exist if
(kPlayer.plugins["download"]) { config.plugins.download = { disable: true }; } if
```

```
(kPlayer.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 (kPlayer.plugins["preventSeek"]) {
config.plugins.preventSeek = { preventSeekForward: false, preventSeek: false }; }
config.plugins.floating = { disable: true }; if (kPlayer.plugins["navigation"]) { config.plugins.navigation =
{ position: "right", expandMode: "over", expandOnFirstPlay: false, visible: false }; } if
(kPlayer.plugins["hotspots"]) { config.plugins['playkit-js-hotspots'] = { disable: true }; } if
(kPlayer.plugins["moderation"]) { config.plugins['playkit-js-moderation'] = { disable: true }; } if
(kPlayer.plugins["info"]) { config.plugins['playkit-js-info'] = { disable: true }; } if
(kPlayer.plugins["share"]) { config.plugins.share = { disable: true }; } config.ui.uiComponents = []; if
(kPlayer.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 } }; }
```

```
// Ensure the global player registry array always exists, regardless of embed type.
window.kalturaPlayerVideos = window.kalturaPlayerVideos || []; try { var kalturaPlayer =
kPlayer.setup(config); // Add the player to the global array.
window.kalturaPlayerVideos.push(kalturaPlayer); // Load the Player for other media.
kalturaPlayer.loadMedia({entryId: "1dgfvmafo"}); } catch (e) { console.error(e.message) }
```

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