

SSO Finance Specialist

Job ID
REQ-10019042
Sep 11, 2024
China

Summary

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About the Role

Key Responsibilities

- Supports country SSU strategy in close collaboration with SSO Study Start-Up Team Lead and SSO Study Start-Up Managers to ensure SSU timelines and deliverables are met according to country commitments
- Responsible for accounting and execution of investigator payments in a direct country or extended study group (OPC and satellite countries) in close collaboration with SSO Study Start-Up Manager, SSO Clinical Project Manager and SSO Contracting Specialist in assigned projects
- Project controlling & budget management supports financial planning, forecasting and management, analyses and reports project costs and their drivers
- Set up & validation of investigator contracts in the accounting system for clinical studies
- Executes and monitors internal controls
- Translates Grant Plans into local Payment Schemes
- Prepares and submits country TCF(s)
- Updates systems (ACT, Optimus, etc.)
- Executes payments, communicates with sites when it comes to payment issues
- Tracks and oversees payment status
- Ensures adherence to financial standards, prevailing legislation, ICH/GCP, IRB/IEC, Health Authority and SOP requirements
- Implements innovative and efficient processes which are in line with Novartis strategy

Essential Requirements:

- Commercial or financial training (e.g., vocational qualification) or a degree in scientific, finance or economics discipline with experience in clinical operations and/or project management
- Fluent in both written and spoken English, local language as needed
- 1+ years of experience in clinical operations or equivalent
- Understanding of clinical drug development with particular emphasis on trial set-up, and contracting

Desirable Requirements:

- Strong financial and business economics background
- Strong process and system understanding

- Independent, dynamic, structured and committed way of working

Communicates effectively in a local/global matrixed environment

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

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.china@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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<https://talentnetwork.novartis.com/network>. You can follow us via Novartis Recruitment WeChat Official Account and Novartis Recruitment WeChat Video Account.

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Division

Development

Business Unit

Innovative Medicines

Location

China

Site

Beijing (Beijing)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Alternative Location 1

Shanghai (Shanghai), China

Functional Area
Research & Development
Job Type
Full time
Employment Type

Shift Work

No

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