

# SSO Finance Specialist

Job ID  
REQ-10015431  
Jul 16, 2024  
Spain

## Summary

~ Apoya la coordinación, preparación y ejecución de ensayos clínicos y / o actividades de apoyo dentro del cronograma, presupuesto, calidad / cumplimiento y estándares de rendimiento.

## About the Role

This role can be based in **Barcelona** or **Madrid** and is a part time position (70%).

Working pattern is **hybrid** (12 days per month in the office)

**Closing date for applications:** 30 July 2024

## Major Accountabilities

- 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

## Role Requirements:

- Commercial or financial training (e.g., vocational qualification) or a degree in scientific, finance or economics discipline with experience
- Strong financial and business economics background
- Advanced level of Microsoft Excel

- Strong process and system understanding
- Independent, dynamic, structured and committed way of working

**Language Requirements:**

Fluent English (both spoken & written)

Fluent Spanish (both spoken & written)

**Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:**

Competitive salary, Annual bonus, Pension scheme, Health insurance, , Flexible working arrangements, subsidized dining facilities, Employee recognition scheme, learning and development opportunities.

**Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

Division

Development

Business Unit

Innovative Medicines

Location

Spain

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

Research & Development

Job Type

Part time

Employment Type

Regular

Shift Work

No

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