

# Lead BPA Global REFS Operation Finance

Job ID  
REQ-10038374  
Jan 27, 2025  
India

## Summary

About the role:

Lead all BPA activities globally related to Investment reviews, Strat Plans, Outlook, Risks/Opps, process, compliances, KPIs along with driving global initiatives/project, providing insightful and value-added analysis and decision support to the business leadership.

## About the Role

### Key Requirements:

- Manage the execution of regional / global strategies for own part of the organization and the correct and timely implementation of BPA processes and policies and ensure adherence thereof.
- Deliver core management reporting and financial planning processes to ensure the effective and timely delivery of insightful, recurring or ad-hoc financial information. Design and maintain early warning systems for financial tracking, ensuring accurate advance warning for all financial results.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)
- Global SPOC for Real Estate and Drive compliance and governance for all Capital Appropriation Requests (CARs), sharing regular updates e.g. CAR template, Global MAL, Interest rates, Discount rates etc. with Region Finance colleagues and relevant stakeholders. Also conduct refresher training.
- Review CARs for sanctity check, driving Agenda, Minutes, Documentation of all approvals and maintenance of the repository of CAR, Minutes and Documentation. Works closely with the Global CBRE team for REFS Capex & Opex projects planning and tracking Drive Strat Plan, Risks & Opps, Outlook CAPEX & OPEX projects
- Submission of Divisional CAPEX numbers to Group during the planning cycles. Comply with NFCM control documentation related to IFRS 16. Reconciliation of the lease information (Sequentra & Plannon).
- Support in Establish and operationalizing Real Estate KPI - Project on bringing transparency related to cost, occupancy etc. Working closely with Real Estate Data & Governance team and Regional Real Estate Finance team for establishing rhythm, defining KPIs and sharing cost per site (office/Lab), Head Count per site
- Support and step up to support global projects, Support during MBRs, Preparation of performance deck, LO, Commentaries etc. Support during Planning cycles in getting the information from Regions, sorting out queries and get it to shape before review with Finance Head, Real Estate Head. Ownership of Regular Reports on site level Net book value of assets, Site wise cost, Site wise FTEs, Depreciation Forecast Reports at Global Level etc.
- Driving reporting of Environmental Sustainability related spend – CAPEX/OPEX, Utilities, Certificate. Working Closely with Corporate FRA team and Regional Real Estate ES SPOC for categorization of ES

spend (CAPEX/OPEX) which will be reported externally. Also be a SPOC to auditors for Real Estate related Environmental Sustainability request.

**Essential Requirements:**

- Accuracy of actuals, plans, availability of analysis in time and of required quality
- Achievement of Budget targets, quarterly financial forecast accuracy, Operating Rhythm of monitoring KPI, Availability all the data points with appropriate sources required for ad-hoc request/reporting.

**Desirable Requirements:**

- CA/MBA with 13-15 years experience in finance

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: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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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>

Division

Finance

Business Unit

CTS

Location

India

Site

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](mailto: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.

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