

# Specialist - Transparency Services

Job ID  
REQ-10043019  
Mar 06, 2025  
Inde

## Résumé

The Transparency Reporting Analyst support affiliate to comply with Transparency and local transparency guidelines. The role works with the Transparency function lead to support the Country Business Lead for Global Transparency and coordinating the collection and loading of Transparency relevant data to deliver timely, accurate and complete reporting for direct and indirect transfers of value with Health Care Professionals and Organizations for both in country and cross-border expenses. He / she is accountable for resolution of spend errors.

## About the Role

### Key Responsibilities

- Work with the finance teams to ensure all transparency-relevant master data is extracted & maintained correctly (e.g. vendor classification and mapping, NCC codes / GL accounts mapping)
- Drive accuracy and completeness through engagement with business and collection of Global Transparency relevant transparency data (indirect, direct and cross border)
- Support accurate reporting is generated and completed for disclosure according to local regulations / Global Transparency / EFPIA timelines
- Supporting the Transparency Lead, support internal report/data business validation process (including reconciliation to Finance and other source data)
- Working with the Transparency Services Cross Border team, coordinate cross-border activities with Country Business Lead for Legal/Compliance for Global Transparency
- Ensure Global Transparency reporting calendar is followed
- Supports the disclosure process and ensure that reports for management are accurate and available to required timelines
- Provide support for pre-disclosure process
- Support adaptation of global training materials for local use and train users, if needed
- Act as first line support to manage local end user questions/requests
- Approve access to Transparency portal and conduct regular access review
- Monitor automated and manual Global Transparency interfaces and partner with the Transparency team
- Attend operational and governance meetings with the Global Transparency team to discuss disclosure readiness topics and provide updates on progress against the calendar
- Support Country Business Lead for Global Transparency with monitoring and reporting on consent status
- Support Management, Transparency Business Lead, Compliance and Communications with data analysis

### Minimum Requirement

- Degree or Qualification in Finance/Business related with internal controls, IT and processes
- Excellent English language skills
- Proven track record of experience in finance processes, systems or compliance
- Knowledge of SAP or other ERP systems as well as CRM systems
- Solid understanding of databases and systems
- Excellent Excel skills and good Power-point user
- Ability to work independently, and across multi-functional matrix organization
- Strong communication and interpersonal skills
- Working knowledge of business process analysis and change management
- Ability to quickly gain detailed knowledge of Global Transparency Program

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Division

Operations

Business Unit

Universal Hierarchy Node

Emplacement

Inde

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Légal et Propriété intellectuelle

Job Type

Full time

Employment Type

Regular

Shift Work

No

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