

# Digital Finance-Manager

Job ID

REQ-10045660

Jun 03, 2025

India

## Summary

About the role:

The position will lead the tool operations for one of our digital finance tools SOFIA. The job will require the experience in business operations, skills and/or practical experience on basic Finance data analytics and financial planning or reporting tools.

## About the Role

### Key Requirements:

- Acting as first level support for our users across globe, delivering business continuance, user trainings and user access management
- Ability to work with technical team to ensure timeline alignments, communication within tools, data quality checks
- Work closely with product managers to facilitate new solutions, features by supporting data analysis
- Interact with technical operations team for system performance, ensure daily operations continuity
- Develop documentation for business operations procedures, develop SOPs and user guides.
- Cross function collaboration for tool related operational updates/ enhancements; addressing them with our IT partners (acting as a bridge between stakeholders and IT team).
- Drive process excellence initiatives ensuring our recurring process are optimal, while keeping a user-centric mindset. Identify the scope of process improvements, automations to facilitate efficient operations.

### Essential Requirements:

- Excellent communication skills, experience to communicate with business leaders through all level of organization.
- Experience of working on business system analysis, process automations; data simplification using advance tools.
- Ability to manage multiple tasks, deadlines and adapting to continuous system changes.

### Desirable Requirements:

- 5+ Years of experience in business operations, skills and/or practical experience on basic Finance data analytics and financial planning or reporting tools.
- Master's/bachelor's degree in business management, Finance or FinTech related field.

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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>

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Division

Finance

Business Unit

Universal Hierarchy Node

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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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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