

Specialist - Transparency Services

Job ID

REQ-10043019

Mar 06, 2025

India

Summary

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

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>

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
Operations
Business Unit
Universal Hierarchy Node
Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Legal & Intellectual Property & Compl.
Job Type
Full time
Employment Type
Regular
Shift Work
No
[Apply to Job](#)

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.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.

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Job ID
REQ-10043019

Specialist - Transparency Services

[Apply to Job](#)

Source URL: <https://uat2.novartis.de/careers/career-search/job/details/req-10043019-specialist-transparency-services>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Specialist---Transparency-Services_REQ-10043019-1
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Specialist---Transparency-Services_REQ-10043019-1