

Business Operations Manager (BOM - tactical)

Job ID

REQ-10073843

Mar 18, 2026

LOC_IN

About the Role

Major Accountabilities

- Proactively provide tactical solutions for daily budget tasks during study conduct and other cross-TM cost activities. Serve as first contact for basic budget support and PO and invoice matters from study maintenance onward.
- Oversee and monitor PO activity and budget impact. Detect risks and communicate to Clinical Finance Manager. Deliver quarterly PO risk assessments on GR IR balances.
- Track budget impact from contracts and amendments. Support timely, current budget planning and forecasting.
- Ensure tracking systems and data sources are accurate and up to date.
- Support Therapeutic Area-level budget deliverables. Provide Clinical Finance Managers with PO-related financial risk inputs.
- Support end-of-trial budget activities. Partner with Clinical study team and drive timely, accurate PO closeouts.
- Identify budget risks and opportunities. Communicate and report to relevant stakeholders
- Contribute to process improvement.
- Support internal TM processes with guidance on requirements and best practices.
- Represent your function to deliver tactical support to Translational Management. Collect data and track KPIs and other performance indicators.
- Liaise with customers and partners to align actions and track deliverables.
- Maintain supporting IT systems to keep information accurate.

Education (minimum/desirable):

Undergraduate degree, preferably in a scientific discipline or life science background or equivalent work experience

Languages:

Fluent English (oral and written)

Experience/Professional Requirement:

- Minimum 5 years' experience in Clinical Operations (early development), procurement or trial budget execution.
- Total experience of 10+ years, Understanding of clinical study processes and milestones.
- Strong communication and stakeholder management.
- Proactive problem solver.
- Ability to navigate financial systems and maintain data accuracy.
- Ability to prioritize work, multi task, manage time appropriately in a fast paced/high volume environment.
- Proven cGCP background

Role Requirements

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>

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[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_RE

Business Unit

Research

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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