

SSO Finance Specialist

Job ID

REQ-10079188

Jun 15, 2026

LOC_IT

About the Role

Key Responsibilities

- Support country study start-up strategy and timelines in collaboration with SSO leadership
- Lead investigator payment execution, partnering with study start-up, clinical, and contracting teams
- Manage budget planning, forecasting, and cost tracking across assigned clinical projects
- Ensure accurate setup and validation of investigator contracts within clinical financial systems
- Execute internal controls and maintain compliance with financial, regulatory, and quality standards
- Translate grant plans into localized payment structures aligned with study requirements
- Collaborate with Trial Grants Experts to ensure alignment and continuous process improvement
- Prepare and submit Trial Cost Forms and maintain accurate system updates across platforms
- Resolve site payment inquiries and proactively monitor and communicate payment status
- Drive process innovation and efficiency while engaging externally with investigators and site offices

Essential Requirements

- Degree in Economics or a Scientific discipline with relevant clinical or financial experience
- Minimum one year experience in clinical operations, project management, or accounting environments
- Strong understanding of clinical drug development, including study start-up and contracting processes
- Knowledge of Good Clinical Practice, health authority requirements, and local regulatory frameworks
- Solid financial acumen with experience in budgeting, forecasting, and cost control
- Proven ability to resolve complex issues and navigate cross-functional challenges
- Structured, proactive, and independent working style with strong attention to detail
- Fluent in English with effective communication skills across global matrix organizations

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role:

- 33,500 - 62,100 euro annually

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14

weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity and Inclusion / EEO paragraph

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

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

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

Division

DIV_GD

Business Unit

Development

Location

LOC_IT

Site

Milano

Company / Legal Entity

IT08 (FCRS = IT008) Novartis Farma S.p.A.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regolare

Shift Work

No

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