

Business Planning & Analysis (Maternity cover 1 year)

Job ID

REQ-10080406

Jun 09, 2026

LOC_BG

About the Role

Major accountabilities:

- Ensure the operational conversion of the Finance strategic goals within a dedicated area of the business.
- Provide services to other Finance Teams and contribute to the success of the finance function within their area of the business.
- Support business managers in external and commercial activities.
- Actively contributes to the development of strategic long-term financial and business plans through the provision of accurate data and analysis.
- Ensure the implementation of risk management, financial compliance and controls (Business Process Controls [BPC], Internal and External Audits), and provide necessary information to internal and external auditors.
- Provide accurate operational information and advice to support decision making of business managers, e.g. financial reporting, budgets, forecasts, development of financial systems and audit.
- Provide well managed and quality financial analysis in order to support the business planning and forecasting process and alignment across the organization.
- Supervise the performance and development of a small team of Finance specialists.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)

Key performance indicators:

- Internal customer satisfaction with quality, appropriateness, and timeliness of financial analyses provided
- Reliability, timeliness and accuracy of budgetary and financial forecasts
- 100% compliance with all global and local procedures and policies

Work Experience:

- Financial Management.
- Functional Breadth.
- Operations Management and Execution.

Skills:

- Ability To Influence Key Stakeholders.
- Building Effective Teams.
- Compliance And Controls.
- Continuous Process Improvement.
- Critical Thinking.
- Data Cleansing Normalization.
- Data Visualization.
- Employee Engagement.
- Esg Data Management.

- Financial Accounting.
- Financial And Management Reporting.
- Market Understanding.
- People Development.
- Planning & Analysis.
- Process Optimization.
- Rapid Problem Solving.
- Understanding Value Drivers.

Languages :

- English.

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_IM

Business Unit

General Management

Location

LOC_BG

Site

Bulgaria

Company / Legal Entity

BG03 (FCRS = BG003) NPHS Bulgaria

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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