

BPA Analyst

Job ID

REQ-10080689

Jun 15, 2026

LOC_PT

About the Role

Major accountabilities:

- Works closely with the BPA team on planning and controlling processes .
- Provide accurate and relevant business analysis to support monthly operational reviews and ad-hoc requests. Timely and accurate information gathering.
- Perform analysis to evaluate risks or opportunities; make recommendations to mitigate these risks.
- Ensure ongoing business performance is appropriately monitored and measured, and drive early warning for re-direction of resources with Business Partners.
- Provide accurate operational information and advice to support the annual budgeting, rolling forecast and Strategic Planning processes.
- Ensure integrity of data provided by commercial teams; provides recommendations on forecast accuracy improvement.
- Provide well managed and quality financial analysis to improve business case proposals
- Interacts proactively, supports, and provide ad-hoc management reports to business partners
- Supports productivity objectives and continuous improvement, process changes and leading practices to have an efficient and effective process
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt Compliance
- Ensures all processes, policies and procedures are clearly defined, fully documented and aligned with the IFRS and local statutory of accounting principles as well as Finance Core and Novartis Accounting Manual Ensures compliance with local GAAP and Novartis Financial Controls Manual (NFCM)
- Promotes a strong control environment, follows up on allocated audit issues and implements correcting measures

Key performance indicators:

- Internal customer satisfaction with quality, appropriateness, and timeliness of financial analyses provided
- Reliability, timeliness and accuracy of budgetary and financial forecasts Accuracy of early-warning system and results.
- Managing risks and ops efficiently for the line of business

Education:

University level degree in Business Administration/Economics/Finance

Languages :

Portuguese and/or English (written and spoken)

Work Experience:

2-3+ years of financial experience, with in-depth reporting and tax expertise

Ability to work effectively in a multinational and matrix organization SAP expertise and MS Office applications Previous relevant experience in reporting, statutory and IFRS accounting Experience in the pharmaceutical industry is preferred

Competences and skills:

- Ai Driven.
- Compliance And Controls.
- Critical Thinking.
- Data Visualization.
- Employee Engagement.
- Financial And Management.
- Insight Generation.
- Interpersonal Savvy.
- Managing Ambiguity.
- Market Understanding.
- Planning & Analysis.
- Process Optimization.
- Rapid Problem Solving.
- Reporting.
- Understanding Value Drivers.

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_FI

Business Unit

Finance

Location

LOC_PT

Site

Sintra

Company / Legal Entity

PT05 (FCRS = PT005) PT Pharma

Functional Area

FCT_FN

Job Type

Full time

Employment Type

Regular

Shift Work

No

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