

# Medical Grants and Sponsorships Specialist

Job ID  
REQ-10068282  
апр 14, 2026  
Индия

## Сводка

The Professional Medical Education Grants and Sponsorship Specialist is responsible for budget tracking, forecasting, and overall finance liaison between business stakeholders. This role will also complete all reconciliations of medical education grants, managing the end-to-end process of sponsorship requests, ensuring compliance with eligibility criteria, financial accuracy, and documentation completeness. This role requires strong organizational skills, attention to detail, and the understanding of when to escalate issues. Have an understanding of the Healthcare Environment as it relates to Novartis' Disease Areas of interest.

## About the Role

### Medical Grants and Sponsorships Specialist

Location – Hyderabad #LI Hybrid

#### Major Responsibilities:

- **Grant reconciliations**

Work within grant management system to ensure final documents are uploaded and assess need for refund. Verify all required documents have been obtained and work within system to ensure 100% document completeness. Transfer of value management with NOGE Head.

Supports optimization of current processes and introduction of new or modified processes in relation to grant reconciliations. Refund due diligence through financial reconciliation of grant budgets.

Initiates refund process with key internal stakeholders including Finance and NOGE. Escalates overdue reconciliations to NOGE team for management.

- **Budget Management**

Supports Finance operational activities involving month to month budget forecast, monitoring, and working on internal spreadsheets maintained by Novartis US team. Align budget to established targets and escalate when outside of predetermined range.

Collaborate with key internal stakeholders including Finance and Medical Affairs for budget related moves through transfers and cross charges through NOGE cost center.

Monthly reconciliation of budget against SAP reporting. Point of contact for schedules weekly check ins with NOGE team and finance. Annual planning for following year by working with NOGE team members, project managers, and Finance.

Manage SAP transactions by providing payment support with limited supervision by NOGE Lead. Maintain payment functionality for sponsorship and grants through the payments system. Implement compliance mindset around in alignment with NOGE WPD, and Novartis internal and external Compliance requirements.

- **Mailbox Management**

Implement compliance mindset around in alignment with NOGE WPD, and Novartis internal and external Compliance requirements

#### Minimum Requirements:

Minimum: Bachelor's degree or above in life sciences//Healthcare.

Desirable: Advanced degree in a scientific discipline

#### Experience:

- 1 - 3 years of overall work experience. Strong finance and project management aptitude. Strong Business focus and internal stakeholder centric approach.
- Willingness to work and be available during US business hours (up to 9:00 p.m. IST or 11:30 a.m. EST), schedule coordination in advance to ensure US Holiday coverage, and on call for critical matters, based on business needs. Employees are typically expected to be in their current role for at least 24 months before applying for a different role, per local guideline. This allows them to gain sufficient experience and demonstrate their capabilities in their current position. Any transfer or application for a different role typically requires approval from the employee's current manager and the leadership team.
- Excellent written and oral communication skills. Good project management skills and ability to manage multiple stakeholders effectively.
- Good understanding and knowledge of healthcare environment as it relates to Novartis' Disease Areas of interest.
- Proficiency in contract management, redlining, drafting, due diligence and negotiation skills. Strong team player who is dynamic and result oriented.

#### Key Performance Indicators:

Demonstrates knowledge and application of financial trackers within Excel and reconciling funds.

Displays understanding of US regulatory requirements in relation to grant reconciliations and reporting requirements.

Excels at project management by ensuring a high volume of grants are being reviewed on a weekly basis for document completion during the close out and reconciliation process.

Ensures refunds due to Novartis follow a documented process and works with Finance to ensure funds are applied to the correct cost center 100% of the time.

Escalates reconciliation related issues such as non-compliance, unresponsiveness, or clear budget abnormalities to respective NOGE stakeholder.

Manage risk, compliance and controls environment, measured through internal and external audit requests and reviews.

High employee engagement through ensuring collaboration with key internal stakeholders across NOGE and Finance.

**Preferred Requirements:**

- Good understanding on MS-Excel and MS-PowerPoint
- Fundamentally equipped with Compliance processes and tools with relevant work experience
- Ability to learn and understand data from various sources
- Pharmaceutical industry domain knowledge – desirable

**Why Novartis:** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

**Commitment to Diversity and Inclusion:**

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

**Join our Novartis Network:** If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

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

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

Дивизион

US

Business Unit

Marketing

Место

Индия

Сайт

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

### **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](mailto: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.

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