Senior Analyst, R&D Finance

About Trevi

Trevi Therapeutics is a lean, highly-functioning clinical-stage biopharmaceutical company developing Haduvio (nalbuphine ER), an oral therapy targeting chronic cough conditions. With our lead program entering Phase 3 of development, it is an exciting time to join — we are a focused, collaborative team at a pivotal moment, and we are looking for people who thrive in that kind of environment.

The Role

Trevi's R&D Finance team sits at the intersection of clinical development and corporate finance — embedded within the Development organization, closely connected to the broader Finance function, and uniquely positioned to work across both. We are looking for a Senior Analyst to join this team and take on a growing portfolio of clinical contracting and finance work across multiple active studies. This is a hands-on, execution-focused role for someone equally comfortable reviewing a site budget, tracking study-level spending, and managing patient payments — and who takes pride in doing all of it accurately and efficiently.

The near-term focus is clinical site contracting, with vendor contract management and other responsibilities expanding in scope over time. This role is a great fit for someone who is detail-oriented, dependable, and excels at executing in a collaborative environment.

What You'll Do

- Review and reconcile clinical trial agreements (CTAs) and site budgets across contract versions — checking arithmetic accuracy, unit cost consistency, and amendment terms
- Track CTA and clinical site budget status across a portfolio of clinical sites; proactively follow up to keep contracting milestones on schedule
- Support patient payments operations, including working with the patient payment platform and ensuring accurate, timely disbursements to study participants
- Review vendor change orders, work orders, and SOW amendments for accuracy and consistency with executed agreements
- Support study-level budget tracking and variance analysis — monitoring spend against plan, flagging variances, and helping keep forecasts current
- Identify and flag discrepancies between contracts, budgets, and payments
- Collaborate cross-functionally with Clinical Operations, Legal, Finance colleagues, and external vendors, as study needs evolve

What You Bring

- 3+ years of experience in a finance, accounting, or contracts-adjacent role; biopharma or CRO background is a plus but not required — we're happy to teach the clinical context to the right candidate
- Hands-on experience with contracts and budgets — reviewing for accuracy and communicating directly with site contacts
- Experience with budget tracking and variance analysis — monitoring actuals against plan and communicating clearly on variances
- Working familiarity with vendor contracts (SOWs, MSAs, change orders) — you don't need to have owned this work, but you should understand how it's structured

- Some financial operations experience (billing, payments) is a differentiator; patient payments platform exposure is a bonus
- Operationally fluent across Excel and finance systems, with an eye for where smarter tooling or process changes can reduce friction

Who You Are

This role calls for a genuine generalist athlete — someone who takes pride in being able to pick up whatever is in front of them, whether that is a new contract type, a new vendor, or a new process that did not exist last quarter.

- **Adaptable and receptive to feedback** — adjusts quickly as priorities shift and approaches new challenges with a learner's mindset
- **Team-oriented** — understands that in a lean, clinical-stage company, everyone's success is shared; willing to cover gaps and collaborate across functions
- **High-volume capable without losing accuracy** — can move fast and stay detail-oriented at the same time
- **Proactive by default** — tracks open items, follows up without being prompted, flags issues before they become problems
- **Exercises good judgment on when to resolve issues independently and when to escalate** — communicates with clarity and professionalism across internal and external stakeholders

What This Role Is Not

To set clear expectations: this is not a legal or contract negotiation role (you'll review and flag, not draft from scratch), not a clinical operations coordinator role (no site relationship ownership or study startup), and not a strategic FP&A role (the value here is accuracy and throughput, not modeling or forecasting). If you're looking to grow into those areas over time, there is room for that — but the core of this job is excellent execution.

Physical and Visual Requirements:

While performing the duties of this job, the individual is regularly required to use computers and office equipment, manipulate documents, and work in an office environment. This position requires the ability to work a hybrid schedule consisting of 3 days in the office and 2 days remote. The individual may experience prolonged periods of sitting. The employee may occasionally move materials up to 15 pounds.

Note: