

Payroll Services Senior Manager

Job ID

REQ-10050263

Jun 27, 2025

Czech Republic

Summary

To govern, manage and drive high quality payroll operations that functions in a centralized, standardized, and outsourced payroll service delivery model for a cluster of countries.

To lead operational excellence, user experience and integrated end-to-end delivery of payroll services within Novartis in line with local legal and statutory requirements.

About the Role

Your key responsibilities:

Your responsibilities include, but are not limited to:

- Contribute to the development and execution of the regional Payroll services strategy.
- Oversee the overall performance of Payroll services in scope and teams to ensure accurate and timely payroll processes compliant with all relevant legislative and relevant LSAs
- Supervise the performance of the team so as to ensure that the team members are engaged and aligned with objectives of the team and the function.
- Manage the efficient implementation and adaptation of regional standards and processes, aligned with the regional/global strategy and drive continuous improvement to meet business/customer needs.
- Budget management for the cluster or payroll operations in the area of responsibility
- Establishes and monitors plans and work programs designed to control aspects of payroll within the legislative framework, internal compliance framework and payroll results according to legal and statutory requirements for both local and global compliance, making sure quality payroll services are delivered in a timely manner following also business policies.
- Ensures issue management and escalation path is in place across various countries in the region.
- Ensures standardized and unified approach to vendors associated with payroll service delivery across the cluster (group of countries) ensuring effective and efficient service delivery (vendor management)
- Oversees daily workflow in post-transformation countries by level-setting processing volumes and schedules to ensure timely payroll processing, Service Level Agreement and Quality goal achievement.
- Serves as an escalation point related to payroll service delivery within the scope of Payroll countries

What you'll bring to the role:

- 8-10 years of Payroll operations experience and working experience in SSC environment is an added advantage
- 3 years' experience in leading regional or multi-country teams
- HRIS system (SAP or Workday) knowledge and experience preferred but not a must

- Experience managing systems and services vendors
- Multiple country Payroll and HR regulations knowledge
- Experience with French payroll is distinct advantage
- Bachelor/master's degree in HR/Accounting/ Business or related field is preferred (master's degree is preferred)
- Excellent English spoken and written
- Fluency in French is high preferred

You'll receive: (Applicable for Prague)

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

People & Organization

Business Unit

Universal Hierarchy Node

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Paris Headquarter (Novartis Groupe France SA), France

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

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