

# Payroll Services Senior Manager with French

Job ID  
REQ-10014857  
Sep 03, 2024  
Czech Republic

## Summary

Payroll Services Senior Manager drives and manages multi-country organization high quality, centralized, standardized, and automated payroll & time operations for the clients and end-users in an outsourced payroll service model.

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

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Contribute to the development of a country/regional P&O Services Payroll services strategy.
- Oversees the overall performance of Payroll & Time services in scope and teams to ensure accurate and timely payroll processes compliant with all relevant legislative and relevant LSAs
- 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
- Meet expectation of the budget owner / allocate in the area of responsibility
- Establishes and monitors plans and work programs designed to control aspects making sure quality payroll services are delivered in a timely manner following also business policies.
- Ensures standardized and unified approach to vendors associated with payroll service delivery across the region ensuring effective and efficient service delivery (vendor management)
- Ensures compliance is in line with Data Privacy and Protection guidelines and other relevant country specific legislation
- Maximizes usage of tools and supports processes to drive continuous improvement and change initiatives
- Provides support and coaching to team members and business partners on processes related to Payroll Service operations and overall supplier model, such as global standards, efficiency, SLAs

### Essential Requirements:

- Bachelor/Master degree in HR/Accounting/ Business or related field is preferred (Master degree is preferred)
- Relevant years of Payroll operations experience
- Experience in leading regional or multi-country teams
- Multiple country Payroll and HR regulations knowledge
- French and English languages on Fluent level

**You'll receive:**

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 Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance; MultiSport Card. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**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>

**Join our Novartis Network:**

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

**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](mailto: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.

**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

CTS

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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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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