

# Global Payroll & Time Subject Matter Expert

Job ID  
REQ-10040917  
Mar 12, 2025  
Czech Republic

## Summary

Global Payroll & Time Subject Matter Expert (SME) plays a crucial role in managing and optimizing payroll and time processes across multiple countries complimenting efficiency and effectiveness across Payroll and Time Services and partnering with functional and cross functional stakeholders for process improvement.

## About the Role

### Key Responsibilities:

Your responsibilities include, but are not limited to:

- Streamlining payroll and time processes to ensure consistency and efficiency across different regions/ countries. Assist payroll and time function in Implementing key process measures for efficiency gains and standardization
- Support in Identifying and implementing process improvements to enhance payroll and time KPI's and efficiency
- Ensuring that payroll and time processes comply with standards, policies and controls, Provide support in audit related activities for pay and time (including SOX IT audit)
- Provide insights and analysis to support business decisions. Support in tracking and reporting KPI's and managing payroll and time cost and budget.
- Partner closely with global process leads/ owners on strategy and planning with focus on continuous improvement and innovation. Partner which stakeholders, project teams and country payroll and time teams, ensuring key milestones are met.
- Provide support to country / regional payroll and time teams on business issues partnering with payroll and time supplier, including I.T and local P&O.

### Essential Requirements:

- You have relevant years of experience in the payroll and time field
- Great stakeholder management skills
- Project Management expertise
- Audit / Finance and controlling Experience
- Experience with Payroll and ERP systems required (e.g., Workday, Service Now, Workforce Software, Power BI)
- Build networks across business areas and maintain working relationships with third-party business partners
- Analytical skills. Ability to identify improvement opportunities and continuously iterate for better business performance

- Efficient communication skills to Influence, challenge and gain trust within team and stakeholders.

### **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 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; 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

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

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](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.

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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## **Global Payroll & Time Subject Matter Expert**

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