

Payroll & Time Services Senior Expert

Job ID
REQ-10080466
июл 15, 2026
Чехия
Available in: English

Сводка

#LI-Hybrid

Location: Prague, Czech Republic

Relocation Support: This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support: please only apply if accessible.

This role is ideal for someone who enjoys combining payroll expertise with problem-solving, stakeholder collaboration, and continuous improvement. In this role, you will partner with employees, payroll providers, and People & Organization stakeholders to ensure accurate payroll processing, resolve complex time and absence matters, and deliver a seamless employee experience. We are looking for someone with a strong analytical mindset who can think holistically, challenge the status quo, and identify sustainable solutions that create lasting business impact.

About the Role

Key Responsibilities

- Manage end-to-end payroll activities for Hungary, ensuring accuracy, timeliness, and compliance.
- Prepare payroll reports, year-end statutory reporting, and perform data validation, reconciliation, and error correction.
- Act as the key liaison between Novartis, payroll service providers, and local authorities.
- Support audits, compliance requirements, and risk mitigation activities.
- Serve as the primary backup for payroll and time management processes in Hungary, Slovakia, and the Czech Republic.
- Manage employee queries and processes related to maternity leave, parental leave, approvals, escalations, and stakeholder coordination.
- Deliver high-quality services by meeting service level agreement targets, achieving customer satisfaction goals, and collaborating with local teams, service providers, and the Hyderabad service center.
- Support People and Organization operations through process improvement, service delivery, access management, troubleshooting, training, project participation, and implementation of strategic objectives.

Essential Requirements

- 3 - 5 years of payroll experience
- Native Hungarian language
- Fluent Czech and English language
- Knowledge of Hungarian Labour Code
- Strong analytical as well as stakeholder management skills
- Strong knowledge of HRIS / payroll systems (SAP, Workday)

Desired Requirements

- Ability to manage confidential / regulatory data and ensure compliance
- Advanced Excel and reporting capability

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: CZK 577 920 to CZK 1 073 280

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering: https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

What you will 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 Transport Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about

Novartis Business Services: <https://www.novartis.cz/>

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.

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.

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>

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

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

Primary location salary range

Kč577,920.00 - Kč1,073,280.00

Дивизион

People & Organization

Business Unit

Human Resources

Место

Чехия

Сайт

Prague

Company / Legal Entity

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

Functional Area

Управление персоналом

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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.

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