

Payroll Services Expert with French

Job ID
REQ-10084222
июл 24, 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.

Join a collaborative team of five payroll professionals across Prague and France, where you will play a key role in ensuring accurate and compliant payroll delivery for France. Reporting to the Payroll Services Senior Manager, you will manage payroll controls, validate complex calculations, perform gross-to-net reconciliations, and drive data accuracy to support a seamless employee experience.

About the Role

Key Responsibilities

- Ensure accurate and compliant payroll processing for France through robust payroll controls and validation activities.
- Review and validate payroll calculations, including complex payroll scenarios, to ensure data accuracy and quality.
- Perform gross-to-net reconciliations and investigate discrepancies to maintain payroll integrity.
- Collaborate with People Partners, Time Management teams, HR Services, and external vendors to resolve payroll-related issues.
- Analyze payroll data and identify opportunities to improve processes, controls, and operational efficiency.
- Deliver a high-quality payroll service, ensuring service levels are met and employee satisfaction remains high.

Essential Requirements

- University degree
- Fluent French and English
- Experience working in a global, international matrix organization
- Strong analytical skills
- Excellent communication skills
- Continuous improvement mindset

Desired Requirements

- Experience in payroll operations
- Experience in SAP

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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