

# Vodja plačnega oddelka (m/ž/d) / Payroll Services Manager (m/f/d)

Job ID  
REQ-10041447  
Mar 14, 2025  
Slovenia

## Summary

#LI-Hybrid

Kot Vodja plačnega oddelka boste odgovorni za zagotavljanje podpore zaposlenim, vodjem in kadrom na področju plačnih ter davčnih procesov. Slednje vključuje nadzor nad plačnimi procesi, zagotavljanje skladnosti z davčnimi predpisi in zagotavljanje smernic in podpore sodelavcem. Delovanje skladno z zakonodajo, internimi predpisi, dobrimi praksami in poslovnimi cilji. Skrb za vodenje in razvoj sodelavcev.

We are seeking a Payroll Services Manager. In this role, you will be responsible to provide support for employees, managers, and P&O in payroll and tax processes. This includes overseeing payroll operations, ensuring compliance with tax regulations, and providing guidance and support to associates Working in accordance with legislation, internal rules, good practices and business objectives. Management and development of associates.

## About the Role

### JOB DESCRIPTION:

#### Vaše ključne odgovornosti:

- Vodenje tima ter implementiranje in podpiranje procesov in sistemov plačnega oddelka.
- Sodelovanje pri projektih, kjer je potrebno znanje iz področja plač (npr. uvajanje novega sistema).
- Odgovornost za projektne naloge, ki so dodeljene plačnemu oddelku in so vidne v orodju za upravljanje projektov.
- Spremljanje uspešnosti sodelavcev v plačnem oddelku in SLA dogovorov v državi/regiji.
- Zagotavljanje skladnosti s smernicami o zasebnosti in varstvu podatkov ter drugo ustrezno zakonodajo na področju plač.
- Odgovornost za nadzor nad postopki obračuna plače.
- Razvijanje sistemov za obdelavo transakcij obračuna plač (npr. plače, bonitete, nadomestila, odbitki, davki itd.)
- Zagotavljanje lokalnih zakonskih zahtev s preučevanjem obstoječe in nove zakonodaje.

#### Vaš doprinos k delovnem mestu:

- Univerzitetna stopnja izobrazbe ekonomske, finančne ali druge ustrezne smeri

- Ustrezna leta izkušenj na področju plač, človeških virov ali druge ustrezne izkušnje
- Poglobljeno poznavanje lokalnih postopkov obračuna plač in zakonodaje
- Angleščina na tekoči ravni
- Močne analitične sposobnosti, usmerjenost v podrobnosti in sposobnost poglobljenega potapljanja v procese in sisteme

Z izbranim kandidatom bomo sklenili delovno razmerje za **nedoločen čas** s poskusno dobo **6 mesecev**. Prijavo oddajte z življenjepisom v slovenskem in angleškem jeziku.

### **Kaj nudimo:**

Konkurenčen plačni paket, letni bonus, fleksibilen način dela, z možnostjo prilagajanja urnika in delom od doma, pokojninsko shemo, shemo nagrajevanja in priznanja dosežkov, razširjeni program promocije zdravja na področju telesnega, duševnega in družbenega počutja (Polni življenja) ter dogodke, neomejene priložnosti za učenje in razvoj.

### **Predani smo raznolikosti in vključenosti**

Novartis si prizadeva ustvariti izjemno, vključujoče delovno okolje in oblikovanje raznolikih timov, saj ti predstavljajo naše bolnike in skupnosti, ki jih oskrbujemo.

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### **Key Responsibilities:**

- Lead, implement and support payroll processes and systems
- Participate in projects where payroll knowledge is needed (e.g. introduction of a new system).
- Accountability for all project tasks assigned to payroll team, reflected in project management tool
- Monitors the overall performance of the payroll team to achieve SLAs focused in the given region
- Ensures compliance in line with Data Privacy and Protection guidelines, and other relevant legislation across Payroll services
- Oversee and direct payroll procedures
- Supervise systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes etc).
- Maintains payroll guidelines by writing and updating policies and procedures

### **Essential Requirements:**

- University degree in economics and finance, or other equivalent degree
- Relevant years of experience in Payroll, human resources or other relevant experience
- In-Depth knowledge of local Payroll processes and legislation
- English on fluent level
- Strong analytical skills, detail orientation and ability to deep dive into processes and systems

We offer **permanent employment** with **6 months** of probation period. Submit your application with the CV in Slovenian and English language.

### **You'll receive:**

Competitive salary, Annual bonus, Flexible working schedule, tailored to your needs, possibility to work from home, Pension scheme, Employee Recognition Scheme, Expanded program for the promotion of health in the

field of physical, mental and social well-being (Wellbeing), Unlimited learning and development opportunities.

### **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.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up:

<https://talentnetwork.novartis.com/network>

**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

Slovenia

Site

Ljubljana

Company / Legal Entity

SI19 (FCRS = SI019) Novartis farmacevtska proizvodnja d.o.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 individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversity.inclusion\\_slo@novartis.com](mailto:diversity.inclusion_slo@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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