

# Payroll Services Senior Expert with Dutch

Job ID

REQ-10035568

jan 08, 2025

République tchèque

## Résumé

The Payroll Services Senior Expert supports the development of P&O processes, principles, and guidelines for a small client group, as well as coordinate data analysis and evaluation, in support of the implementation and/or maintenance of processes / services / continuous improvement in scope

## About the Role

### Your key responsibilities:

Your responsibilities include, but are not limited to:

- Working closely with in-country stakeholders to deliver successful Payroll Service
- Responsible for the country payroll processes and ensure the accuracy and timeliness to ensure that SLAs are consistently met and high customer satisfaction.
- Ensure compliance is in line with Data Privacy and Protection guidelines and other relevant country specific legislation.
- Reviews and assesses payroll run processes and recommends process improvements
- Close collaboration with Finance department (Financial reports, accruals, etc.)
- Attend to standard service requests, answer payroll related inquiries, resolve problems if possible or support problem resolution by close collaboration with next level support and/or experts
- Raises any/all identified risks and proposes solutions to ensure a smooth payroll service is delivered
- Works with Project Managers, Business Owners, Service Owners, Managed Vendor Partners, Operations teams and 3rd parties on various projects

### What you'll bring to the role:

- Bachelor/Master degree in HR/Business Management or related field preferred
- Excellent English and Dutch spoken and written
- Several years of relevant payroll experience
- Experience in SAP/Workday system and process expertise in a given process scope

### 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 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); 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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Division

People & Organization

Business Unit

CTS

Emplacement

République tchèque

Site

Prague

Company / Legal Entity

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

Functional Area

Ressources humaines

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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