

Payroll Expert

Job ID

REQ-10088082

Sep 21, 2026

LOC_IN

About the Role

Key Responsibilities

- Execute end-to-end payroll processing for the Philippines and India.
- Ensure accurate and timely payroll delivery in line with established deadlines.
- Validate payroll data, calculations, deductions, and statutory payments.
- Review payroll results and perform payroll reconciliations.
- Execute payroll controls and ensure compliance with internal control frameworks (Novartis Financial Controls Manual).
- Ensure compliance with local labor laws, tax regulations, and statutory requirements.
- Manage statutory filings, tax payments, year-end processes, and payroll audits.
- Investigate payroll issues, conduct root cause analysis, and implement corrective actions and process improvements.
- Act as a key payroll partner for People & Organization, Finance, Tax, Benefits teams, external vendors, employees, and business leaders by providing guidance and resolving inquiries.
- Support payroll systems, testing, process standardization, automation, and continuous improvement initiatives, including maintaining SOPs and work instructions.

Essential Requirements

- Bachelor's degree in finance, Accounting, Human Resources, Business Administration, or related field.
- 5+ years of payroll experience in a multinational environment handling end to end payroll processing for Philippines. Experience of Australia, New Zealand or India Payroll would be an added advantage.
- Strong knowledge of payroll legislation, taxation, and statutory compliance.
- Experience with payroll systems such as Workday, SAP, ADP.
- Advanced Excel and data analysis skills.

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 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 diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Role Requirements

Division

DIV_PO

Business Unit

Human Resources

Location

LOC_IN

Site

Telangana

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_HR

Job Type

Full time

Employment Type

Regular

Shift Work

No

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