

Payroll Expert

Job ID
REQ-10088082
Сен. 21, 2026
Индия

Сводка

#LI-Hybrid

Location: Hyderabad, India

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

The Payroll Expert is responsible for ensuring accurate, efficient and timely payroll processing while maintaining compliance with statutory, tax, and company requirements. The role serves as a subject matter expert for payroll operations, process improvements, controls, audits, vendor management, and stakeholder support.

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.

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 \(PDF 30 MB\)](#)

People & Organization
Business Unit
Human Resources
Место
Индия
Сайт
Telangana
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Управление персоналом
Job Type
Full time
Employment Type
Regular
Shift Work
No

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