NOVARTIS

Senior Manager Payroll Services

Job ID
REQ-10091091
Nov 11, 2026
LOC_IN

About the Role

Key Responsibilities

- Lead and inspire the Payroll team across India, Australia, New Zealand, and the Philippines, ensuring accurate and timely payroll delivery.
- Drive the P&O Services strategy across the region, with a strong focus on continuous improvement and innovation.
- Partner with Finance, Tax, Rewards, People Partners, Legal, IT, and the business to ensure compliant and secure payroll operations.
- Lead the development and implementation of payroll processes for new countries and entities, supporting business growth.
- Manage and resolve escalated operational risks and payroll delivery issues.
- Identify and implement process and service improvements, including change management and stakeholder communication.
- Ensure ongoing regulatory and compliance requirements, while monitoring costs, efficiency, and productivity.
- Lead people, talent, and performance development and drive key People Services & Solutions (PS&S) projects across the cluster.

Essential Requirements

- 15+ years of payroll experience, with strong India payroll expertise and a deep understanding of the Indian statutory and compliance landscape.
- Proven people leadership experience, including managing, developing and engaging payroll teams.
- Strong experience managing and influencing senior and challenging stakeholders, including P&O/HR, Finance, Tax and senior business leadership.
- Experience leading payroll operations in a large, complex environment, ideally supporting significant employee populations.
- Strong focus on payroll performance and KPIs, including payroll experience, accuracy, service delivery and client/stakeholder satisfaction.
- Demonstrated process excellence and continuous improvement mindset, with the ability to identify and implement improvement opportunities.

Desirable Requirements

- Experience with Australia, New Zealand and/or Philippines payroll, including an understanding of local payroll and compliance requirements.
- Experience working within a global or multinational organization, collaborating effectively across countries, cultures and international teams.

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
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_HR
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

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