

Senior Tax Operations Specialist

Job ID
REQ-10050308

4月 29, 2025

Malaysia

摘要

Senior Tax Ops Specialist oversee and manage all aspects of tax operations within an organization. They are responsible for ensuring accurate and timely tax compliance, optimizing the organization's tax position, and minimizing tax-related risks. The Senior Tax Ops Specialist collaborates with various internal stakeholders to develop tax planning strategies and provides guidance on the tax implications of business activities and transactions. They also play a crucial role in supporting tax audits and maintaining a strong network with tax and finance organizations.

About the Role

About the role: The Senior Tax Ops Specialist is a key role responsible for various tax-related tasks within Novartis Corporate Center - Kuala Lumpur (NOCC KL). Their primary responsibilities include tax return preparation, tax compliance, tax planning and strategy, tax audit support, tax risk assessment and mitigation, and tax accounting and reporting.

Key responsibilities:

- Responsible for preparing and/or reviewing tax returns, including corporate, withholding and indirect tax returns. They ensure the accuracy and completeness of all tax filings, minimizing the risk of errors or omissions.
- Ensure compliance with all relevant tax laws and regulations. This includes staying up-to-date with changes in tax regulations and implementing necessary adjustments to ensure ongoing compliance.
- Collaborate with internal stakeholders, such as various FRA teams, commercial and legal teams, to develop tax planning strategies that optimize the organization's tax position while remaining compliant with tax laws. They provide guidance on tax implications for various business activities and transactions.
- Provides support and guidance, ensuring all required documentation and information are readily available. They work closely with auditors and external consultants to address inquiries and resolve any tax-related issues.
- Assesses potential tax risks and develops strategies to mitigate them. They conduct regular internal analysis and reviews to identify areas of improvement and implement controls to minimize tax-related risks.
- Responsible for preparing and/or reviewing the income tax and deferred tax provisions, tax reporting forms, balance sheet reconciliations of relevant tax accounts, and other tax submissions as required by the global management reporting team. They ensure the accuracy, completeness, and timeliness of all tax accounting and reporting requirements.
- Actively supporting the NOCC KL 's working style, which is inclusive, proactive, respectful, and results-driven in alignment with Novartis Values and Behaviors. Building a network with Tax Operations organization, Country and Group Tax and local FRA teams.
- Maintaining and strengthening knowledge on local and international tax laws. Role modeling a working style that is proactive, respectful, and results-driven with a strong customer service focus. Networking and engaging with key stakeholders to facilitate integration, efficiency, and effectiveness of the service delivery.

Essential Requirements:

- Chartered Accountant (CIMA, ACA, ACCA or CPA) or equivalent; and University degree in Accounting, Business or Finance
- 8-10 years finance experience across Tax and Financial reporting and accounting
- Experience in managing relationships with tax authorities and multiple senior stakeholder requirements
- Experience in operating tax reporting, planning and control systems

Desirable Requirements:

- Tax experience in one or more Asia Pacific country
- English, and one other Asia Pacific language preferred
- Strong written and oral communication skills
- Experience of working in multicultural / international environment

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

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部门
Finance

Business Unit
Universal Hierarchy Node

地点
Malaysia

站点
Selangor

Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Functional Area
Audit & Finance

Job Type
Full time

Employment Type
Regular

Shift Work
No

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