

Tax Operations Specialist

Job ID
REQ-10050309

4月 28, 2025

Malaysia

摘要

Tax Ops Specialist is a vital member of the finance team and is responsible for ensuring accurate and compliant tax reports and filings. This role involves analyzing financial data, preparing tax returns, and providing guidance on tax-related matters. The Tax Ops Specialist collaborates with internal stakeholders, external tax consultants, and government authorities to optimize the organization's tax position and minimize risks.

About the Role

About the role: The 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 audit support, tax risk assessment and mitigation, and tax accounting and reporting

Key responsibilities:

- Responsible for preparing 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.
- They 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.
- Collaborates with internal stakeholders, such as various FRA teams, commercial and legal teams, to support the development of 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.
- In the event of a tax audit, provide 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.
- Supports the assessment of potential tax risks and the develops strategies to mitigate them. They assist in the regular internal analysis and reviews to identify areas of improvement and implement controls to minimize tax-related risks.
- Responsible for preparing 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
- 5-7 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

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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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