

# Tax Team Lead

Job ID  
REQ-10008278  
May 30, 2024  
Poland

## Summary

Location: Warsaw/Poland

Tax Team Leader manages the Tax processes within the FSC, enabling the execution of quality services. This role supports having systems, documentation, compliance, and tax reporting in place and supports continuous improvement projects to provide highly effective and efficient end-to-end tax related processes to the Novartis Group divisions. This role leads and manages multiple tax engagements to deliver quality tax services for the Novartis Group divisions.

## About the Role

### Key Responsibilities:

### Service Delivery:

- Operational oversight to provide services at expected levels with a clear customer focus, including handling the exceptions. Provides functional guidance to the team members. Interacts proactively within FSC/NGSC and Divisions to ensure accurate accounting, and financial reporting. Resolve all escalated issues and disputes.
- Actively initiate and participate in improvements to sustain a highly effective and efficient process, and realize cost reduction opportunities including areas to standardize and optimize processes, investments, and financial services

### Manage day-to-day activities for Statutory & Tax Accounting and Reporting

- Ongoing support for CFO's and Board members with local tax requirements in the light of specific Polish legal set-up as well as constant monitoring of changes in local tax regulation, resolve Tax related issues, disputes, escalate as required or coordinate with various departments to resolve. Set up new business processes and monitor implementation. Review process after change.
- Lead and managed changes to local ERP system to fulfill local law requirements like: VAT SAFT, split payment, other SAFT's; active support for indirect tax and accounting team in case of any tax related issues as well as plan, direct, and execute various tax projects including research and development of tax saving

### Compliance

- Ensure all processes, policies and procedures are clearly defined, fully documented, in line with Novartis standards and consistent with best practices as well as aligned with the Global Blueprint (when applicable)

- Ensure compliance with Novartis Accounting Manual (NAM), Novartis Financial Controls Manual (NFCM) and regulatory requirements and implementation in internal guidelines

## People Management

- Being role model a leadership style which is inclusive, proactive, respectful, and results driven as well as manage a diverse team (on/off-shore) to deliver a high-performing organization and drive improvements/standard solutions, while driving a high degree of collaboration across the FSC
- Measure and manage the workforce to cultivate a customer service focus culture, following build and strengthen the capabilities of the team by identifying, deploying, developing and overseeing talent within the function

## Essential Requirements:

- University level degree in Business Administration/ Economics/Finance or Chartered Accountant / ACCA/
- Local language plus English
- Minimum of 6-8+ year(s) accounting experience, preferably in Big 4 public accounting, healthcare industry or large corporation with shared service concept
- Demonstrated ability to work effectively in a multi-national, matrix organization.
- Previous experience and expertise in managing tax issues (CIT, VAT, property and withholding tax, etc.)
- Experience of managing projects driving performance (e.g. ERP implementation)

## Desired Requirements:

- SAP knowledge
- Preferably experience working with a Shared Service Center

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## Commitment to Diversity and Inclusion:

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Division

Finance

Business Unit

CTS

Location

Poland

Site

Warsaw

Company / Legal Entity

PL03 (FCRS = PL003) Novartis Poland Sp. z o.o.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Temporary (Fixed Term)

Shift Work

No

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