

# Tax Team Lead

Job ID  
REQ-10008278  
Nov 11, 2024  
Poland

## 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

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: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

#### 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.

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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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