

# Tax Operations Specialist

Job ID  
REQ-10030666  
Nov 26, 2024  
Mexico

## Summary

Proporcionar asesoramiento experto a superiores para una subárea dentro de FSC y actividades clave relacionadas; asegurar el cumplimiento de los requerimientos de informes contables externos e internos oportunamente y con exactitud.

## About the Role

### Key Responsibilities:

- To provide analytical support to the TAX Ops process, including running TAX compliance checks and follow up check results within TAX Ops and in some cases with other departments.
- Contribute to the preparation of analysis and reports with particular emphasis on accuracy, compliance and timeliness of data provided.
- Support the preparation of TAX reports on relevant facts and figures findings for internal and external reporting in a timely and accurate manner.
- Review data that flows through live reporting to ensure accuracy and compliance.
- Provide analytical support to managers in matters related to TAX Ops activities, decision making and general projects.
- Assist more senior colleagues in providing analysis in order to support financial, reporting and accounting processes.
- Support the preparation of written project proposals, analytical reports, and presentations.

### Minimum Requirements:

- University degree or equivalent experience in Finance/Accounting or similar
- Proficiency in English (both written and spoken)
- Tax specialized qualifications - both Direct and Indirect knowledge
- Analytical skills to prepare and analyze data and draw sound conclusions.
- SAP knowledge

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Division

Finance

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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## Ajustes de accesibilidad

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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