

Europe Employment Tax Operations Lead

Job ID

REQ-10038214

Jun 16, 2025

Czech Republic

Summary

Europe Employment Tax Operations Lead will be responsible for overseeing employment tax compliance and ensuring accurate and timely employment tax reporting across multiple European countries. This role requires a deep understanding of European employment tax regulations and the ability to manage complex employment tax issues with a focus on implementation

About the Role

Key Responsibilities:

Your responsibilities include, but are not limited to:

- Ensure compliance with all European employment tax regulations, including social security, income tax, and other statutory requirements. Manage and coordinate employment tax audits and inquiries from tax authorities
- Oversee the preparation and submission of employment tax returns and reports to relevant authorities
- Identify and implement process improvements to enhance employment tax compliance and efficiency
- Collaborate with internal and external stakeholders, including Global Mobility, Equity, Country HR, Finance, and tax authorities, to ensure seamless employment tax operations.
- Provide training and guidance to payroll teams and other relevant stakeholders on employment tax matters and ensure they are up-to-date with the latest regulations.
- Ensure payroll accuracy with respect to employment tax (including social security) withholding, reporting, and payment to authorities
- Identify and implement legislative local changes impacting employment tax reporting and collaborate with payroll, finance, local P&O, and rewards teams
- Ensure high level of solution usability while meeting business requirements

Essential Requirements:

- Bachelor's degree in Accounting, Finance, or a related field. A professional tax qualification is preferred
- Relevant years of experience in employment taxes & payroll operations with a focus on European countries.
- In-depth knowledge of European employment tax regulations and compliance requirements
- Strong analytical and problem-solving skills, excellent communication and interpersonal skills, and the ability to manage multiple tasks and deadlines
- Proficiency in English is required. Additional European languages are a plus

You'll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary;

Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card, Car Allowance Find out more about Novartis Business Services:

<https://www.novartis.cz/>

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>

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<https://talentnetwork.novartis.com/network>

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>

Division

People & Organization

Business Unit

Universal Hierarchy Node

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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