

Tax Operations Manager

Job ID

REQ-10055821

Jul 07, 2025

Morocco

Summary

Handling all Tax operations activities for Morocco and Tunisia

About the Role

Major Accountabilities

- Lead and manage changes in Tax master data based on legal/statutory changes and system enhancement requirements.
- Responsible for VAT compliance, including preparation of monthly VAT declarations and VAT refunds.
- Responsible for monthly and annual WHT declarations.
- Ensure timely declaration of personal income tax in the Tax portal based on data provided by P&O.
- Ensure regular follow-up with Tax authorities on VAT refunds.
- Lead and manage corporate income tax calculation and preparation of CIT return.
- Responsible for compliance with other taxes (Business tax, advertising sign tax, payment terms penalty, etc.).
- Responsible for the yearly process of Tax certificate renewal required for tenders.
- Ensure correctness of WHT master data at vendor level.
- Prepare necessary tax effect accounting entries in coordination with Statutory and Accounting Operations.
- Ensure all tax reporting requirements are performed timely and accurately.
- Advise and assist the FRA team with queries related to tax bookings.
- Act as the single point of contact with Moroccan Tax Authorities, ensuring close follow-up of credit positions and maintaining good relationships.
- Prepare all documents and analysis for direct and indirect tax audits.
- Manage local and support global tax compliance processes.
- Prepare direct and indirect tax control reconciliations and ensure timely submission.
- Review and reconcile tax account balances to ensure accuracy.
- Ensure correct application of the RACI Matrix for direct and indirect tax compliance processes.
- Cooperate with external tax advisors and auditors, liaising with Group Tax, Head of Corporate Tax MENA, and Head of Tax Operations MEA.
- Analyze and communicate tax changes published in the project and final yearly financial law; inform about any changes during the year.
- Provide ongoing tax advice to keep the company informed of matters affecting tax liability (direct and indirect).
- Proactively identify potential VAT/tax risks and lead resolution efforts with relevant departments and/or Group Tax.

- Liaise with internal and external auditors, follow up on audit issues, and implement corrective measures.
- Ensure timely execution of NFCM controls assigned to Tax Operations.
- Resolve tax accounting-related issues and disputes; escalate or coordinate with departments as needed.
- Coordinate with Group Tax for the preparation of transfer pricing documentation.
- Act as backup for MEA region countries according to the backup plan aligned with the Tax Ops team.

Ideal Background

Education

- Certified Finance/Accounting specialist or similar degree.

Languages

- Local language proficiency.
- Good command of English.

Experience

- 5–7 years of tax-related experience.
- Fair knowledge of accounting.
- Preferred: SAP knowledge.

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Division

Finance

Business Unit

Universal Hierarchy Node

Location

Morocco

Site

Casablanca

Company / Legal Entity

MA03 (FCRS = MA003) Novartis Pharma Maroc SA

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular
Shift Work
No
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