

# Senior Accountant, Tax

Job ID  
REQ-10020529  
Aug 29, 2024  
China

## Summary

About the role:

To ensure tax compliance, enhance the internal controls procedures and quality assurance on the major tax and minimize tax risk including:

- local regulation tax operation of R&D company (CNIBR)
- Timely and accurate process of the daily tax transactions
- Improve tax efficiency by streamlining the process & smart use of the policy.

## About the Role

### Key Responsibilities

- Responsible for overseeing and managing the Tax operation of CNIBR. Assume direct responsibility for local tax compliance & risk management. Act as a business partner and coordinate with local and global stakeholders ensuring tax outcomes are aligned to global tax strategy and compliant with local laws as well as international standards.
- In charge of quarterly and annual corporate tax filing, annual CIT audit, and assets loss audit and making sure no delays and properly filed. In charge of quarterly and annual corporate tax filing, annual CIT audit, and assets loss audit and making sure no delays and properly filed. Submit quarterly corporate income tax reporting of Novartis.
- Preparing supporting documents for tax exemption/zero tax rate/financial subsidy. Apply for tax certificate for foreign payment and monthly/quarterly tax account closing
- Based on taxation requirements, calculate, and prepare tax reports of VAT, SD, CIT, tax surcharge, export refund, etc.
- Other tax-related questions from finance and other functions
- Communicate with the tax bureau and be involved in all tax audits by the tax bureau.
- Providing day-to-day tax advisory for business units and function departments, keeping them updated on the relevant tax laws and regulations, as well as identifying the tax impact. Provide support to the tax operation team in obtaining necessary information and documentation for use with tax filings, short-term tax forecasts, etc.
- manage applications for tax incentives for entities in China, ensuring fully enjoy preferential corporate income tax rate
- Design, monitor, and implement the efficient team structure/positions in the tax operation team. Role model a curious, unbossed & inspired culture to enable innovation and transformation. Lead and maintain a motivated and connected tax operation team, ensuring the proper training and development of team members. Lead diversity/inclusion optimization and role succession development in tax operation

function. Launch initiative of trusted business partner internally with business meeting involvement and maintain good relationships with various tax authorities by proper personal visiting.

### **Essential Requirements:**

- Minimum degree acceptable: University degree in Tax, Finance, or Economics
- Desirable qualification: CTA/CPA/other international certification is preferred.
- Languages: English and Mandarin
- Ideal experience: At least 5 years' experience working in the tax division of an international accounting firm as well as in-house tax experience. Project management experience is a plus.
- Excellent knowledge and solid experience in direct/indirect tax laws and tax audit management
- High analytical skills and result-oriented project lead. Strategic thinking and strong business understanding. Strong interpersonal, communication, negotiation, and problem-solving skills

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### **Accessibility and Accommodation:**

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.china@novartis.com](mailto:diversityandincl.china@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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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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Shanghai (Shanghai)  
Company / Legal Entity  
CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd  
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