

# Tax Manager

Job ID  
REQ-10034297  
May 01, 2025  
Philippines

## Summary

Location: Manila #LI Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

### About the Role:

The Tax Manager leads the local tax accounting, statutory books, supports reporting activities, external/internal audits and Tax processes within local FRA and represents the Novartis Corporate Center (NOCC) at country level for mentioned processes, enabling the execution of quality services. The person is ensuring accurate reporting of financial information to all users of information in accordance to statutory and local tax requirements, Novartis Standards and policies.

## About the Role

### Major accountabilities:

- Lead collaboration with key stakeholders, including senior level cross-Novartis Local Entities business colleagues, both accounting/tax authorities/auditors, and Novartis Local Entity/Group Financial Reporting and Accounting and Regional Tax.
- Manages the local tax accounting, statutory books, supports reporting activities, and external/internal audits within local FRA
- Responsible for certain month-end closing activities (tax related accounts)
- Local SPOC for IFRS16 reporting related activities
- Responsible for Tax audits and cascade new tax rulings and explain to the business and assess impact
- Reviews corporate tax returns/computations including all local tax reporting/requirements by Bureau of Internal Revenue (BIR), income tax, VAT, withholding taxes, payroll tax, fringe benefits tax and documentary stamp tax
- Reviews the tax calculation of month-end financial reporting
- Reviews Transfer Pricing requirements and report
- Proactively identify potential tax risks and take leadership with appropriate departments for timely resolution

### Work Experience:

- 8-10 years of Financial experience, with in-depth functional expertise on Tax
- Experience in managing BIR Tax Audits
- Experience in managing projects driving performance

- CPA qualified

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Division

Finance

Business Unit

Universal Hierarchy Node

Location

Philippines

Site

Makati City

Company / Legal Entity

PH03 (FCRS = PH003) Novartis Healthcare Philippines, Inc

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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