

# Europe Employment Tax Operations Lead

Job ID  
REQ-10038214  
Jan 29, 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/>

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Division

People & Organization

Business Unit

CTS

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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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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