

# Senior Tax Operations Specialist

Job ID

REQ-10078023

Aug 07, 2026

LOC\_EG

## About the Role

### Key Requirements:

- Initiate changes in Corporate Tax and VAT Master Data based on local and statutory/legal requirements
- Prepare and formally review corporate and indirect taxes returns relying on external advisers for the substantial review of them;
- Prepare necessary tax effect accounting entries liaising with R2R Operations for their proper recording
- Ensure all the tax reporting requirements are performed in a timely and accurate manner
- Prepare monthly VAT report and ensure the provision of data for corporate tax return. Prepare all documents and analysis for direct and indirect tax audits
- Manage local and support global tax compliance processes. Prepare Direct and Indirect taxes control reconciliations
- Ensure the correct application of RACI Matrix for Direct and Indirect Tax compliance process
- Cooperate with external tax advisors and auditors in liaison with the Head of Corporate Tax MENA and the Head of Tax Operations MEA.
- Review and reconcile tax accounts balances to ensure they are up to date. Inform about Indirect and direct Tax law changes
- Provide ongoing tax advice to keep the companies informed with all possible matters affecting the tax liability for direct and indirect tax and monthly liaison with South Africa Head of FSC.

### Essential Requirements:

- 4 to 7 years of tax background (non-negotiables);
- Previous experience in Big 4 or MNE (non-negotiables);

### Desirable Requirements:

- B2 English level (good to have);
- CPA, CMA or equivalent (good to have).

## Role Requirements

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Division

DIV\_FI

Business Unit

Finance

Location

LOC\_EG

Site

New Cairo  
Company / Legal Entity  
EG02 (FCRS = EG002) Novartis Pharma S.A.E  
Functional Area  
FCT\_FN  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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