

## Senior Manager Equity Compliance, Financials & Tax

Job ID  
REQ-10047739

4月 15, 2025

Switzerland

### 摘要

Location: Basel, Switzerland

Join our dynamic team at Novartis! You'll lead and oversee Global Equity Projects, ensuring top-notch Governance and Compliance for our equity plans and policies. Be at the forefront of supporting and monitoring the development and implementation of our Long Term Incentive Equity plans. Your role will be pivotal in shaping policies, practices, and procedures that drive our success.

### About the Role

Your responsibilities include, but not limited to:

Tax Compliance / Employment Tax

- Oversee daily equity tax compliance activities
- Coordinate and monitor global equity tax and payroll compliance with external vendors and other functions
- Review global tax fact-sheets with external vendors and guide communication to plan participants and payroll teams
- Co-manage automation of payroll instructions and variance reporting, leading post-implementation processes
- Ensure equity employment tax compliance, liaising with employment tax and payroll tax teams to provide clear instructions to global payroll teams

#### Equity Administration / Management

- Oversee equity program data maintenance
- Develop and maintain communication material for participants and internal clients
- Seek for opportunities & coordinates system developments within Equity Function
- Provide advice and liaise with the P&O functions on equity related matters
- Lead global cross-functional equity projects
- Support the equity grant and vesting processes as well as daily activities

#### Finance / Treasury Compliance

- Lead operational reporting (monthly, quarterly, annual reporting as required) to Global and local FRA
- Monitor daily equity administration and links with FRA and treasury departments
- Coordinate Financial aspects and be the first point of contact for Global BPA / FRA for Cash and Equity Plans
- Coordinate activities with and inputs to external auditors
- Monitors compliance and governance in equity transactions

#### What you ' ll bring to the role:

- Relevant degree (e.g. Business, Economics or Finance), Advanced degree preferred
- Proficiency in English required - spoken & written, other languages is an asset.
- Significant experience gained in Equity management within a corporate global environment
- Relevant experience with Employment tax & compliance in equity matters
- Demonstrated Financial reporting experience in equity matters
- Experience leading Global Projects in equity, tax or global
- Strong understanding of rewards practices
- Ability to deal with highly complex environment, reducing complexity into strategy decision recommendations
- Strong communication skills, and experience working across geographies and cultures.
- Excellent analytical skills linked with conceptual thinking capabilities

#### Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

#### Accessibility and accommodation:

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

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

部门  
People & Organization

Business Unit  
Corporate

地点  
Switzerland

站点

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Functional Area

Human Resources

Job Type

Full time

Employment Type

Regular

Shift Work

No

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