



Job title:	Director of Financial Planning and Analysis
Department:	Finance
Reporting to:	CFO
Position Classification:	Full Time, Exempt
Location:	Cambridge, MA or Philadelphia, PA

Primary Role / Job Purpose

The Director of Financial Planning & Analysis will be a Finance Business Partner to all functions of the organization and will lead the financial planning and analysis function, which includes financial modeling, decision making support, monthly management reporting, SEC MD&A support, budgeting and forecasting. Additionally, this role will support the CFO with various presentations and ad hoc analysis on an as needed basis.

Key Functions/Responsibilities

- Oversee the development of the annual budget, long-term projection/valuation model, and periodic forecasts, as well as the preparation and review of financial reporting and analysis distributed to Senior Management and the Board of Directors
- Lead the budget process including: developing, communicating and driving the budget timeline, creating budget templates and preparing budget deliverables for Senior Management
- Work with members of management across all company functions and departments to understand key business drivers, as well as identify risk and opportunities and utilize them to develop accurate P&L forecasts
- Oversee the reporting of revenue: actual results and forecast projections, including models, trends, system needs and relationships across key functions.
- Provide monthly variance reporting: identify, analyze, and communicate trends and issues affecting the business to provide financial information and guidance to all levels of management.
- Establish business processes to enhance information flow for more timely decision making and budget management
- Implement, manage, and administer new financial planning software program
- Lead the development and preparation of ad hoc financial analysis and strategic analysis critical to Board-level and executive decision-making
- Partner closely with Accounting team: participate in month-end close process – work with Accounting to ensure departmental accruals are recorded accurately each period, identify potential GL reclasses, and maintain SOX compliance as it relates to management reporting
- Oversee the execution and completion of the due diligence process for potential strategic initiatives
- Contribute to the hiring, training, evaluation, and retention of employees in the future, as needs grow
- May be responsible for other projects and responsibilities as assigned

Qualifications

- 8+ years of progressive experience in budgeting and financial analysis
- Prior experience in Pharmaceutical or Biotech industry
- BA/BS in Accounting or Finance, MBA preferred
- Ability to balance strategic vision with practical implementation
- Synthesize data and visualize in executive presentations

- Team building and interpersonal skills, with leadership presence to effectively collaborate across functional teams