



Manager, Financial Planning and Analysis

Location: Lexington, MA

Reports to: CFO

Position Summary

The Manager, Financial Planning and Analysis (FP&A) will support the Chief Financial Officer in the financial planning and modeling activities in support of the strategic goals of the company. S/He will lead and coordinate planning and forecasting activities and ad hoc financial analysis projects. The Manager will provide financial and strategic support to all departments, lead the Company's annual budget process, operating plan variance analysis and will develop market models in support of the Company's commercial planning and analysis.

Primary Responsibilities

- Develop, implement and maintain an effective annual budget process that will provide senior leadership with strategic analysis and planning tools aligned with the company's long term goals.
- Routinely communicate company consolidated financial and operational performance trends, historical and forecasted, using appropriate metrics.
- Support scenario modeling efforts for the development and growth of the company's portfolio. Participate as a key thought leader of the finance team, influencing decision making and identifying finance priorities.
- Develop and execute processes to allow for routine analytical reviews of company financial and operational performance
- Proactively partner with functional and project managers to provide financial insights into the business, anticipate and track results.
- Prepare budget vs actual department level reports on a monthly basis, highlighting significant variances
- Prepare operating plan and cash forecasts on a quarterly basis.
- Prepare presentations in close collaboration with the CFO in support of Board and leadership meetings and various strategic internal and external discussions.
- Participate in the financial modeling and due diligence efforts related to the company's ongoing activities.
- Bring a "can do" spirit to work and deliver on other responsibilities as assigned.

Education or Certification Requirements

- BS/BA in Finance, Accounting or related business disciplines required; higher education a plus.
- CPA/CFA or other relevant certification a plus.

Professional Work Experience

- 5+ years of relevant financial analysis experience
- Experience in biotech, pharmaceutical and/or medical device industries preferred.
- Prior vocational experience in related fields a plus (i.e. Co-Ops, Internships, Fellowships, etc.).

Qualifications and Skills

- Ability to prepare, analyze, and interpret complex financial reports
- Advanced mathematical, modeling, and forecasting skills
- In-depth knowledge of corporate financial and accounting principles, procedures, laws and best practices
- Advanced computer and software skills (i.e. Microsoft Office, financial management software, etc.)



- **Other Essentials and Key Success Factors:**

- Successful track record of working in high-growth and dynamic organizations
- Demonstrated record of intellectual curiosity, innovation and creative problem solving with an entrepreneurial spirit
- Ability to lead fast-paced projects with a keen sense of urgency to get the job done well
- Evidence of "hands-on" experience and expertise
- Proven and successful track record as a team-player and collaborator in small working environments
- Highly organized and detail oriented with a passion to deliver quality results
- Excellent verbal and written communication skills, with experience translating technical concepts into user-friendly documentation
- Highest levels of professionalism, confidence, personal values and ethical standards

Travel

- No travel is required for this position.

The description and requirements outlined above are general; additional requirements may apply.