



**Title: Associate Director FP&A**

**Location: Worcester, MA**

**Reports to: CFO**

**Join our team!** At Mustang Bio we are driven by people. The patients we serve and the team we are building are the driving forces behind our mission to deliver life-changing first-in-class cell and gene therapies to patients with genetic diseases and aggressive forms of cancer.

### **Overview**

The Associate Director FP&A will provide hands-on business and financial collaboration across the organization by leading financial planning, forecasting and budgeting activities ensuring discipline and transparency in spend through insightful analysis and reporting.

### **Specific Responsibilities**

1. Lead all planning, forecasting, and budgeting activities
  - Own the planning process for the P&L, Balance Sheet, and Cash Flow Statement
  - Establish planning process, including calendars and protocol for submissions
  - Meet with management to capture data at the cost center and project level
  - Update, track, and analyze project budgets for costs and hours
  - Prepare and review project and departmental budgets with all stake holders
  - Assess P&L and Balance Sheet for propriety and course correct as needed
  - Prepare, consolidate, and submit Budget, Forecast, and Long Range Plan
  - Present final submissions, results, and analysis to Senior Management
  - Challenge high attention items to ensure that budget submissions are supported
  - Challenge the ongoing need for services in order to identify cost saving opportunities
2. Lead all internal financial reporting
  - Prepare and distribute all internal financial reporting to key departmental, project, and executive team stakeholders.
  - Maintain headcount database of current, termed, temporary, and open positions
  - Monthly meetings with project and department managers to review actuals vs budget
  - Design and create an automated reporting package using our systems capabilities
  - Liaise with parent company counterparts to satisfy data requests
  - Maintain reports using different hierarchies (e.g., US GAAP, IFRS, Mgmt, etc.)
  - Create ad hoc reports as needed for a variety of stakeholders
3. Lead all internal financial analysis
  - Prepare variance analysis, reconciliations, and commentary
  - Perform modeling and other value-added analytics to inform operating decisions



- Analyze external costs, resource needs, profitability trending, etc.
  - Prepare crosswalks, waterfalls, and PowerPoint slides and presentations
4. Manage planning system operations
- Become the primary Admin for planning system
  - Be responsible for the data integrity and mapping within the system
  - Identify and direct all upgrades, enhancements, and functionality of planning systems
  - Manage consultants who help maintain the system from a technical point of view
  - Seek ways to improve and ensure the smooth running and efficiency of the system
5. Support intra-group Finance initiatives and projects
- Play leading and/or supporting roles in various Finance projects as necessary
  - Work together with other colleagues to bring solutions to any reconciling items
  - Attend and participate in cross functional management meetings
  - Other duties as assigned

## **About You**

### Qualifications and Experience:

- BA or BS degree in accounting, finance or related field. CPA a plus
- 7+ years of relevant, demonstrated experience developing financial forecasts and financial analyses
- Proven ability in leading/managing a financial planning, budgeting, and forecasting/business modeling function/process
- Ability to build financial presentations for executive leadership and present financial results
- Ability to build strong collaborative relationships and support budget accountability and financial discipline across the organization
- Thorough understanding of financial statements and the interface between external reporting, management reporting, budgeting/forecasting
- Prior leadership experience in a corporate FP&A function
- Public accounting firm or Biotech experience desirable
- Deep understanding of financial systems and accounting procedures
- Expert with MS-Excel and other Office suite applications
- Excellent attention to detail
- Ability to handle multiple and changing priorities within tight timelines