

Assistant Director of Finance (M/F/D)

MLM Medical Labs GmbH's Finance Department consists of approximately seven employees and is led by a Director of Finance. The Finance Department is responsible for all accounting, controlling, liquidity management, tax, and procurement activities and interacts closely with the operating departments.

The Assistant Director of Finance is a newly created position within MLM Medical Labs GmbH (the Company) and will report directly to the Director of Finance.

It is assumed the Assistant Director of Finance will be the leading candidate to replace the current Director of Finance upon her retirement in approximately 18 to 24 months.

During this period, the Assistant Director of Finance will initially focus on implementing a best-in-class financial planning and analysis function while simultaneously learning the business and transitioning various responsibilities from the Director of Finance.

In performing this function, the Assistant Director of Finance will be an integral member of the MLM Medical Labs GmbH Leadership Team.

Responsibilities:

- Perform financial modeling, build, create and modify revenue, labor, and other financial models in cooperation with the Finance Director, Global CFO, and departmental leaders within the site.
- Work with departmental leaders to periodically forecast the near-term P&L and provide feedback on the accuracy of forecasts; provide recommendations to enhance the effectiveness and efficiency of the process as well as business operations.
- Analyze and interpret large amounts of operational and financial data, converting it into meaningful and focused information and reports which drive performance results and actions.
- Oversee the preparation of the monthly reporting package (including financial results and operational metrics/KPI's) and provide meaningful insights into the business, including identifying trends and drivers of business performance.
- Lead the development of the annual operating budget; present to the senior & global executive teams.
- Assist with the overall achievement of the site's financial targets.
- Partner deeply with the business to provide insights and influence the decision-making process.
- Strive to continuously improve the efficiency and effectiveness of the financial reporting and data analytical support of the business.
- Lead and/or participate in special projects and assignments as required.
- Make recommendations to management based on analysis of data and implement new protocols, methodologies, and processes.
- In the absence of the Director of Finance, assume her responsibilities.
- Support the Director of Finance to develop a best-in-class finance team.

Education and experience:

- Bachelor's degree in Finance or Accounting required; Master's degree or MBA (or equivalent) preferred
 - Certifications are a plus.
- Minimum of eight (8) years of experience with progressive financial responsibility and accountability in accounting and financial planning and analysis.
 - Experience in the life-sciences (and/or CRO) industry is a plus.

Other skills and abilities:

- Sound knowledge of accounting and controlling, financial statement analysis and KPI reporting.
- Advanced Excel skills, including pivot tables, cell formatting, data filters, data sorting, chart and formulas/functions.
- Ability to analyze large volumes of complex financial information from many sources and create reports, forecasts, and projections.
- Experience in working with various ERP systems.
- Fluent in English (written and spoken).
- Strong problem-solving skills, including ability to effectively address issues in collaboration with others as appropriate.
- Self-motivated with an ability to work independently as well as collaboratively with virtual and global teams.
- Strong organizational skills and ability to multi-task.
- Excellent analytical and forecasting skills, and the ability to translate complex situations and data into information that will support the profitability and growth of the business.
- Proven developer of talent & experience building strong teams
- Demonstrate ability to persuade others to achieve excellence and to foster an environment of openness and teamwork; a supportive manner that facilitates their ability to achieve results.
- Demonstrated organizational abilities and excellent project management leadership expertise.
- Outstanding oral and written communication skills, which include active listening.
- Well-developed business sense, which will include an understanding of markets, customers and competitors.
- Leader who is self-confident in their own abilities, who is always available to coach or counsel others.
- Perceptive, forthright individual with high integrity and sound judgment
- High energy, results-oriented manager who is not afraid to take charge and has a high bias for action.
- Strategic thinker/problem solver who can effectively interface with all levels of employees in an international environment.
- Ability to analyze the details, but also the ability to step back and "look at the big picture."

If we have aroused your interest, please send us your complete application documents including salary requirements, preferably by e-mail.

**We are looking forward to your application!!
MLM Medical Labs GmbH**

**Claudia Großheim / Willi Brandt
Dohrweg 63 • 41066 Mönchengladbach
02161 4642 115 • recruitment@mlm-labs.com**

Good Clinical Laboratory Practice

www.mlm-labs.com