

Medibio, Ltd.	
Position Description	
Chief Financial Officer	

Job Title:	Chief Financial Officer
Reports To:	CEO
FLSA Status:	Exempt
Date Issued:	February 2017
Date Edited:	February 2017
Approved by:	

POSITION SUMMARY

The CFO is responsible for directing the fiscal functions of the corporation in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, other regulatory and advisory organizations and in accordance with financial management techniques and practices appropriate within the biomedical device industry and for public companies traded on the Australian Stock Exchange (ASX).

The CFO will lead the activities of the Medibio's strategic planning and budgeting processes and ensure the ongoing budgets are managed appropriately and financial information is available to make proactive business decisions. Additionally, the CFO will maintain multiple financial models and prepare materials for executive and board analysis and presentations. The CFO will coalesce with other members of leadership to finalize the Annual Operating Plan and the Long Range Plan. The CFO will be the main financial spokesperson for Medibio, both inside and outside the company.

The CFO will oversee and direct the finance and accounting functions of Medibio. The CFO will ensure there are financial controls in place, financial reports are accurate, timely and well presented, and provide financial insight and information and support to operational management and take part in the decision-making at the highest levels of the organization. Lastly, the CFO will also take a leadership and governance role to ensure that any financial plans are properly carried out.

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PRIMARY DUTIES & RESPONSIBILITIES *(Essential Functions of the Position) include, but are not limited to the following. Other duties may be assigned.*

- Plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance.
- Participate in the development of the corporation's plans and programs as a strategic partner.
- Provide analysis that translates to information leadership can use to make sound business decisions
- Meet with leadership and determine ongoing financial analysis and reports required on a regular basis
- Partner with leadership on an ongoing basis to make proactive business decisions to manage budgets and deliverables successfully
- Prepare financial slides for monthly CFO review, quarterly Board presentation and other all hands meetings as requested
- Monthly Financial Assessment: update the actual results in the models for the current quarter and provide a forecast for the remaining months in order to provide a variance analysis versus the market consensus
- Prepare monthly and quarterly P&L and Balance Sheet variance analysis (actual to budget and actual to prior period). Preparation of quarterly Board reports and presentations
- Evaluate and advise on the impact of long range planning, introduction of new programs/strategies and regulatory action.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO and the Board and other senior executives in performing their responsibilities.
- Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.

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- Establish credibility throughout the organization and with the Board as an effective developer of solutions to business challenges.
- Provide technical financial advice and knowledge to others within the financial discipline.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting their budgets.
- Provide strategic financial input and leadership on decision making issues affecting the organization; i.e., evaluation of potential alliances acquisitions and/or mergers and pension funds and investments.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs.
- Be an advisor from the financial perspective on any contracts into which the Corporation may enter.
- Annual Operating Plan (AOP): own the annual bottom up budget process and maintain various versions/models for internal management and external reporting: includes P&L, Balance Sheet and Cash Flow financial statements
- Long-Range Plan (LRP): Drive the LRP process to set financial goals and establish cash needs
- LRP includes the P&L, Balance Sheet and Cash Flow financial statements. Partners with leadership to model various scenarios and drive business decisions to enable desired outcomes
- Provide insight and advice related to the development of both the AOP and LRP and the related strategies behind the models
- Develop both zero-based and bottom-up models as well as high-level and push-down adjustments to existing models
- Manage Accounting Department staff

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- Select and implement updated financial planning tools
- Upload budgets and forecasts into market reports
- Evaluation of the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Assist with special projects as requested and performed additional duties as required

The preceding functions have been provided as examples of the types of work performed by an employee assigned to this position classification. Management reserves the right to add, modify, or change the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the position.

SUPERVISORY RESPONSIBILITIES

- Supervises Finance and Accounting Departments

QUALIFICATIONS GUIDELINES

Typical Knowledge, Skills, & Abilities:

- Requires an experienced leader and financial executive with appropriate industry experience.
- Energetic, forward-thinking and creative, with high ethical standards and an appropriate professional image.
- Strategic visionary with sound technical skills, analytical ability, excellent judgment and strong operational focus.
- Well organized and self-directed individual who is "politically savvy" and a team player.
- Intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills.
- Good educator who is trustworthy and willing to share information and serve as a mentor.
- Excellent negotiator, experienced in contracts.

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- Decisive individual who possesses a "big picture" perspective and is well versed in systems.
- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and outside investors.
- Ability to work independently and balance multiple priorities in a fast-paced FDA regulated environment.
- Must understand, follow and comply with regulatory requirements as applicable to various processes. An understanding of FDA Quality System Regulations and ISO Standards (ISO 13485) is required.
- Must possess a thorough understanding of work related standards and regulations, including but not limited to Standard Operating Procedures (SOPs) and Quality System Regulations (QSRs), both US and international.
- Strong organization and planning skills with an attention to detail and accuracy.
- Strong time management skills; ability to thrive and handle multiple projects simultaneously in a fast-paced, ever-changing environment
- Demonstrate quality improvement skills with attention to creation of processes and controls in order to achieve timely and accurate results
- Ability to multi-task, work successfully under pressure and effectively prioritize and manage time/workload to meet business needs
- Ability to work tactically, strategically and cooperatively/collaboratively as part of a team to provide financial and operational needs to the business
- Exceptional interpersonal skills; ability to interface with all levels and positions within the organization and build consensus
- Successful track record in meeting project timeline and budget goals
- Excellent communication and diplomacy skills are required; must be able to interact with all levels of management; professional skepticism of management representations required
- Ability to work in a team environment with cross-functional teams, with the ability to relate to a diverse population
- Ability to handle and resolve conflicts and work under stressful conditions and tight deadlines
- Good problem-solving, judgment and decision making skills are required

Skills - Technical:

- Solid knowledge of accounting and financial statement preparation; expertise in P&L, balance sheet and cash flow interaction is required
- Ability to forecast P&L (top to bottom zero based documentation by P&L line item /department), Balance Sheet (zero based with detailed supporting schedules for each line) and Cash Flow (on a CAAP basis) is absolutely required

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- Ability to: Effectively and cooperatively interact with leadership; plan and re-plan business activities by quickly responding to change and opportunities; and create timely reports in formats immediately useful to leadership
- Strong knowledge of ERP and Microsoft CRM systems
- Demonstrated proficiency with Microsoft Office suite, including Word, Excel, PowerPoint, Access, SharePoint and Outlook
- Advanced Excel skills and database reporting with the ability to execute complex functions, formulas and calculations
- Experience in a life sciences or medical device company required and experience with start-up is preferred
- Ability to understand complex scientific, engineering and business concepts

TYPICAL MINIMUM EDUCATION, EXPERIENCE or CERTIFICATIONS

Education Required: Masters Degree (MA) or equivalent; or ten to fifteen years related experience and/or training; or equivalent combination of education and experience.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS (*Travel, Physical Demand, Mental Demand*)

- Travel: Position requires some business travel (including overnight and international) and valid Driver's License and Valid Passport required.
- Physical Demand: Light physical effort. For example, standing, bending, or stooping for extended periods, operating light office equipment, e.g., personal computer, copier, fax machine, etc., manually handling medium weight materials and/or equipment (0 to 10 pounds).
- Mental Demand: High degree of concentration due to volume, complexity, and/or "pressure" of work.

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Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

(Print Employee's Name)

(Employee's Signature)

(Date)