

About the context and the company

Our client is an **innovative European biotech company** dedicated to the development of **breakthrough therapies**. With a strong scientific foundation, solid investor support, and an expanding R&D pipeline, the company aims to transform the treatment of diseases through cutting-edge science and collaborative research.

Currently entering a new phase of **growth and structuration**, the company is reinforcing its finance function with the appointment of a **Finance Director & Chief of Staff (FD)** to drive financial and back-office operations to support its long-term development.

Finance Director & Chief of Staff (M/F)

RESPONSIBILITIES

As a **Finance Director & Chief of Staff (CFOFD)**, you will own the financial reporting and back-office functions of the company, and report directly to the CEO. You will provide leadership on grant strategy and negotiation with grant bodies, and support the Executive Committee on financial analysis and finance strategy. You will be a driving force for the establishment and maintenance of the company's culture and values through your Chief of Staff role.

Your main responsibilities are:

Company Strategy

- Contribute to the financial planning and organizational growth of the company.
- Provide financial and operational insight and support the CEO in translation into the **Business Plan**.
- Act as a key advisor to the CEO and Executive Committee on **financial implications of strategic decisions**.

Finance

- Establish processes and tools for **financial** budgeting, and stakeholder reporting.
- Prepare monthly cash flow analyses, **quarterly reports** and the **annual budget** for the Executive Committee and Board.
- Manage **cash flow**, ensuring liquidity and financial health across operations.
- Prepare and coordinate **annual accounts**, audits, and shareholder meetings.
- Support **CEO communications** to investors with clear financial analysis as required.
- Supervise **accounting, internal controls, and financial compliance** with applicable standards and regulations.

Legal & Administration

- Supervise administrative activities related to offices and laboratories.
- Coordinate **contracts and legal agreements** in collaboration with the CEO and external legal advisers.
- Ensure compliance with **shareholders' agreements** and governance requirements.
- Support CEO in preparation of materials for **Board and shareholders' meetings**.

HR

- Oversee HR processes, payroll, and the legal HR framework.
- Coordinate company-wide **recruitment** with the CEO and management team.
- Contribute to the **HR strategy** in line with the company's culture and growth plans.

Grants

- Lead and manage the **grant strategy** : Regional and International funding bodies.
- Supervise admin follow-up of grants, ensuring timely and compliant reporting.

PROFILE

- Master's degree in **Finance, Accounting, Business Administration**, or equivalent.
- **5-10 years** of experience in corporate finance, ideally in **biotech, pharma, or innovative SME** environments.
- Proven experience in **operational financial management**, including budgeting, cash flow, and supporting executive teams.
- Solid understanding of **grant funding** and **public-private financing** mechanisms.
- Knowledge of Belgian and International **financial and legal frameworks**.
- Hands-on and entrepreneurial mindset in a **fast-evolving, growing company**.
- Excellent communication skills in **English** and **French**.

OFFER

- Join a **purpose-driven biotech** with a tangible impact on global health.
- A **finance and operational leadership position** at the heart of an ambitious and growing company, with a clear path to the C-Suite for the right candidate.
- A collaborative environment combining **scientific innovation and entrepreneurship**.
- **Competitive compensation package** in line with your experience.
- Opportunity to play a key role in **shaping the company's financial future**.

INTERESTED?

Please send your CV together with an adapted cover letter via recruitment@pahrtners.be.

YOUR APPLICATION AND
RELATED INFORMATION WILL REMAIN STRICTLY
CONFIDENTIAL.