

## **Job Description**

**Job Title:** Chief Financial Officer  
**Reporting to:** Chris Cooke, Chief Executive Officer  
**Location:** UK/US/Virtual  
**Head office:** Sawston, UK

### **Background**

Biocair is the expert in specialist life sciences logistics, providing pharmaceutical professionals, researchers and scientists with industry-leading supply chain solutions for over 35 years. We operate globally with multiple locations and legal entities. Group turnover of £42m in 2020 grew substantially to £71m in 2021 and is projected to grow to £150m by 2025.

Finance is currently undergoing a period of growth and modernising with several projects already in progress and scope for global transformation to support further business expansion.

Our Company Values matter, and guide all that we do each day. Our Values include:

Care; Customer Service; Knowledge; Commerciality; Teamwork; Dedication; Discipline; Speed of Execution; Integrity

### **What you will need to succeed**

We are looking for an exceptionally focused and influential individual who will provide effective leadership, strategic thinking and robust financial expertise, taking control and ownership of all financial matters and risk management activities of the business and utilising the expertise within the team.

Whilst technically capable and commercially aware, you will be a well-rounded leader of people and teams. You will be someone who enjoys fast pace, change and delivering through people; highly influential with the ability to develop strong partnerships across the business. You will be a visible and credible leader, comfortable leading change, capable of influencing at all levels and with a strong understanding of what a best-in class finance function looks like.

### **Main Purpose**

Responsible for building and leading a high performing finance team and leading the financial strategy to grow the function in line with business growth.

## **Position in the Company**

This role, reporting to the CEO, is a key member of the Strategic Leadership Team (SLT), acts as a strategic business partner within the SLT and has close links with the DPD Group Finance Community. The role is supported by a Finance Director (currently employed in the UK on a fixed-term contract) and global finance team in multiple locations.

## **Responsibilities**

- Lead the finance team to develop and deliver the strategic objectives ensuring high standards of performance and excellence across the team.
- Lead the development of the finance function and define and deliver a future structure to meet global and local business needs.
- Develop strong business partnering relationships across all functions of the business.
- Ensure that financial governance structures are in place and are working effectively to protect the business.
- Lead the set up new trading entities, international corporate structuring and taxation
- Analyse acquisition opportunities to drive commercial growth.
- Partner with global functional leads (e.g. Commercial, Sales, HR, Procurement and IT) to ensure cross functional coordination and delivery of strategic objectives
- Act as a business partner to the SLT members providing feedback, guidance and financial support in respect of pricing, margins, inventory, credit risk and overall business performance.
- Manage the interface with GeoPost/DPD Group and the reporting of Biocair performance.
- Provide full visibility of the financial performance of the company to the SLT to identify financial trends, risks, and opportunities for growth.
- Involved in shaping the sustainability strategy, achieving, measuring and communicating on finance-related initiatives.
- Ensure that forecast, budget and goal setting processes are working efficiently and delivering the outcomes required to support the business strategy.
- Enhance the financial planning of the company by analysing its performance, assessing risks, and developing processes/procedures to mitigate these risks (in areas such as currency and credit).
- Oversight of statutory accounting, including accurate filing, audit, tax and monthly consolidation of multiple entities.
- Ensure corporate governance and internal processes and procedures are optimised.
- Lead any discussions on funding with DPD Group and on any fund raising plans or changes to the capital structure
- Proactively forecast and generate strategy around funding activities.
- Work with the Group Financial Controller to oversee accounts payable and receivable, working with suppliers, and through our commercial team to ensure strong working capital performance.
- Develop processes to track capital expenditure and adherence to project budgets.

## **Knowledge, skills and experience**

### **Essential**

- Proven experience as a Chief Financial Officer or equivalent of a medium to large multi-national business – either a listed business or private business with institutional shareholders
- Effective leadership and people management experience comfortable presenting and leading large-scale meetings
- Experience of leading, growing, restructuring and coaching teams to deliver high quality and robust management and financial reporting
- International group accounting experience, having led the finance function within a multi-company entity
- Qualified Accountant (ICAEW/CIMA/ACCA or similar)
- In-depth knowledge of corporate finance and accounting principles, laws and best practices.
- Strong communicator, able to ensure that all parties have the information they need and are up to date on financial related matters.

### **Ideally**

- Experience of leading a company through an IPO, or at minimum led the financial function of a listed company
- Public company experience: Familiar with UK/US public market institutions and practices including investor relations, regulatory, disclosure and reporting requirements.

*The above duties and responsibilities are not an exhaustive list and you may be required to undertake any other reasonable duties compatible with your experience and competencies, which may also require you to work in a different area or section of the organization. This description may be varied from time to time to reflect changing business requirements*

**BUSINESS CONFIDENTIAL**