



JOB OFFER FOR A DIRECTOR OF FINANCE & ADMINISTRATION (DAF) AT LIBERA BIO

Libera Bio® is a biopharma preclinical-stage company spun off from the laboratory of Professor María José Alonso, worldwide leader in Nanomedicine, at the University of Santiago de Compostela (USC), in Northwest Spain. Our purpose is to harness the potential of a proprietary nanotechnology platform for drug delivery (MPN Technology®) with the ambition of creating a next generation of Precision Nanomedicines to radically improve the treatment of cancer. Our lead candidate is a novel nanomedicine (MPN-Anti-KRAS), containing a new monoclonal antibody able to reach specific mutations of the oncoprotein KRAS, so far considered an *undruggable* intracellular target.

We are looking for a Director of Finance & Administration (DAF) to support the management team of Libera Bio in a variety of tasks related to the administrative, financial, regulatory, and legal management of the company.

Key Duties:

- **Accounting and Finance**
 - Recording accounting entries in accounting software
 - Managing the General Ledger of the company
 - Maintaining balance sheet and profit & loss reports
- **Reporting**
 - Producing mandatory reports such as monthly, quarterly, and annual financial reports
 - Supporting the analysis of actuals vs. budgets
 - Participating in the elaboration of budgets
- **Governance**
 - Generating information as requested to be incorporating into company official documents such as quarterly reports to shareholders
 - Facilitating the signature of official documents such as the notarization of documents for the Board of Directors or for the Shareholders group.
- **Administrative duties**
 - Supporting purchasing activities
 - Providing other documents as necessary (e.g. as required by Labor Laws and Regulations)
 - Interfacing with banks as necessary
 - Coordination of external audits
- **Grants management**
 - Participating in the elaboration of budgets
 - Following up on grant-specific formal requirements (publicity, deadlines,...)
 - Managing financial justifications (reports, audits, ...)

Candidate requirements:

Must have:

- A university degree in Accounting and/or Finance
- A minimum of 5 years accounting, finance and administration experience (familiar with accounting software)
- Experience working in a fast-paced, entrepreneurial environment where



decisions are made quickly. Must have a hands-on mentality.

- Excellent communication skills, with the ability to communicate financial and non-financial information to those at all levels internally and externally
- Analytical and thorough approach
- High level of financial and planning acumen
- Diligent in responding to requests
- Multi-stakeholder management skills
- Proficient at using Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Knowledge of relevant Spanish laws and general corporation regulations including employment law and legal areas such as securities
- Knowledgeable regarding financial systems and related web technology / software packages
- Ability to draft memoranda and lead business meetings
- Competent data entry and internet research skills
- Fluency in English and Spanish

Desirable:

- Life sciences or scientific research experience
- Ideally, pharmaceutical industry or pharmaceutical research experience
- Experience in organizations operating a Quality Management System (i.e., ISO 9001)

We offer:

- Part-time contract in an exciting international biotech start-up environment (to be turned into full-time contract in 2023)
- Salary package commensurate with the qualifications and experience of the candidate

How to apply:

- Send a full CV including contact details
- 2-3 contacts for references

The application must be submitted through the specific form set up for that purpose on our website (<https://www.liberabio.com/contact>), selecting "Send your CV" in the type of enquiry and including "**JOB OFFER: DIRECTOR OF FINANCE & ADMINISTRATION (DAF)**" in the message text.