# Job Description

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Manager, Commercial Financial Planning and Analysis</th>
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<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Commercial Operations</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Director Supply Chain, Trade Relations and Business Planning and Analysis</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Princeton, NJ</td>
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<tr>
<td><strong>Category:</strong></td>
<td>■ Full time regular  □ Full time temporary  □ Part time regular</td>
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<tr>
<td><strong>Exemption Status:</strong></td>
<td>■ Exempt  □ Non-exempt</td>
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<tr>
<td><strong>Supervision:</strong></td>
<td>□ Yes  ■ No</td>
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**Position Summary:** This position will have responsibility for the management of Taiho Oncology Commercial Operations budgeting and forecasting. This includes the development, tracking, editing and reporting of the commercial operations budgets for all TOI commercial operations. The position will work cross-functionally and with external vendors to prepare accurate forecasts per corporate time lines.

**Essential Job Responsibilities:**

Lead the annual budget and forecasting process for Commercial Operations, which includes working with the various departments in Commercial Operations on their key program and headcount spending plans, managing the financial planning calendar and implementing appropriate review processes.

Lead the long term financial planning forecasting process for Commercial Operations, which includes working with the various departments in Commercial Operations on their key program and headcount spending plans over 5 to 10 year periods.

Evaluate and monitor the performance of TOI Commercial Operations program spend and headcount against their respective budgets, forecasts and long range forecasts.

Develop strong understanding of all key performance drivers and issues relating to budget, forecast and actual results and incorporate into monthly quantitative and qualitative analysis of commercial operations financial results; including variances to plan, ensuring key issues, risks, and business drivers are understood and highlighted.

Work with department heads to understand and explain any significant deviation between budget/forecast and actuals.

Provide a report to TOI finance on a monthly basis on progress towards monthly, quarterly and annual spending targets and budgets.

Assist TOI Finance in the results reporting process to TPC and Otsuka Holdings as required.
Maintain, update and track the rolling commercial operations budget and forecast for external costs according to updated timelines on a monthly basis and as necessary for special reporting.

Map and track Commercial Operations Work Orders and Change Orders to the budget; file consistently using the proper cost codes.

Review Commercial project proposals, budget contracts and agreements to ensure all costs are reasonably accounted for in advance of the signing of all contracts.

**Educational Requirements:**

BS/BA in business, math, accounting, finance or science or equivalent in business experience.

Master’s degree would is preferred.

**Experience:**

Two years pharmaceutical or biotech industry experience preferred.

Direct experience with financial analytics that include: budgeting, forecasting, cash flow, vendor metrics and systems.

**Other Skills and Abilities:**

Detail and quality oriented.

Excellent writing and presentation skills.

Ability to learn and integrate complex information, and communicate key insights in clear, concise fashion to team members.

Ability to understand and implement prioritization of deliverables as well as recognize and highlight conflicts in priorities.

A flexible and a proactive thought processes.

Team player who can work in a dynamic environment.

Excellent Excel, Power Point, Word, and Project Management software skills.

Experience with Dynamics is a plus.

**Language Skills:**

Ability to read, analyze and interpret scientific and technical information and data.

Excellent English communication skills, both verbal and written.
**Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit, stand and walk.

Must be able to travel domestically on a reasonably frequent basis (approx. 10-20% of time, may include some weekend travel).

May need to travel internationally if needed very infrequently.

**Work Environment:**

The noise level in the office work environment is usually quiet.

Domestic and international travel may include spending time at Company offices, Vendor offices, conference centers, other offices and hotels.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability or equivalent required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in this position may be required to perform other duties, as assigned.