



Job Announcement

Director of Financial Planning & Analysis (FP&A)

SUMMARY:

Icosavax, Inc. is a publicly traded (Nasdaq: ICVX) biopharmaceutical company leveraging its innovative VLP platform technology to develop vaccines against infectious diseases, with an initial focus on life-threatening respiratory diseases. Icosavax's VLP platform technology is designed to enable multivalent, particle-based display of complex viral antigens, which it believes will induce broad, robust, and durable protection against the specific viruses targeted. Icosavax's pipeline includes vaccine candidates targeting respiratory syncytial virus (RSV), human metapneumovirus (hMPV), and severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Icosavax was formed in 2017 to advance the breakthrough VLP technology from the Institute for Protein Design at the University of Washington with the goal to discover, develop, and commercialize vaccines against infectious diseases. Icosavax has an experienced management team, has raised over \$350M to date, and is in Seattle, Washington.

OBJECTIVE:

The Director of Financial Planning & Analysis ("Director, FP&A") is a newly created position at Icosavax and a critical role in the organization. Reporting to the Chief Financial Officer (CFO), the Director, FP&A will own the strategy and execution for the FP&A function and will partner with functional and project management leads across the business to develop and maintain budgets and forecasts in accordance with company goals. We are looking for a high-level thinker with the commensurate experience to establish, shape, drive and deliver the FP&A process at our company.

The successful candidate will be self-motivated and intellectually curious, an analytical thinker, and a collaborative team player. They will have the skills and experience to put in place, coordinate, and drive FP&A budgetary activities for a newly public company with increasing complexity, as well as a "can do" attitude and development mindset. Candidates must have a high aptitude for critical thinking and attention to detail, as well as the abilities to effectively business partner across functions, structure analyses to generate insights, and produce efficient frameworks and high-quality outputs that are useful for the business and can drive executive decision making. This position requires someone who can roll up their sleeves where needed, working within a lean operations team, and partnering with employees at all levels of the organization.

RESPONSIBILITIES:

- Implement and lead a robust FP&A function at a rapidly growing company of increasing complexity
- Establish, improve, coordinate, and drive the near-term and long-term financial planning and budget calendar and processes, partnering with functional and project management leads across the business



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- Serve as a partner to functional and project management leads by structuring useful and efficient frameworks, and providing analysis to generate key insights, inform business cases and financial stewardship, etc.
- Collaborate with and provide financial support for executive leadership, including creation of financial models and scenario analysis to support decision making
- Prepare storyboards and executive level presentations on budget, Budget vs Actuals, etc.
- Serve as finance representative on multiple cross-functional project teams, helping manage program budgets, and performing or supporting ad hoc financial analyses as needed
- Provide standardized reporting with explanations of monthly variances versus expectations that are clear to all constituents. Ensure timely delivery and accuracy of monthly financial reporting, BVA interpretation and reporting of results, etc.
- Apply a continuous improvement mindset including proactive new ideas for ways of working, analytics and outputs that elevate the insights and/or generate efficiencies in our reporting and analysis
- Develop comprehensive knowledge of our business. Become a subject matter expert on the clinical pipeline and manufacturing supply chain/collaborations, and meet regularly with functional heads and management
- Identify, track, and analyze key metrics that impact the business
- Support revenue forecasting for the company's pipeline products, as needed
- Partner with accounting staff to ensure accuracy and integrity of company financials, and to support month-end and quarter-end close reporting. Provide other support to the accounting team as needed or assigned
- As appropriate, help build and develop the team to meet the needs of a growing and changing company
- Participate in ERP and other financial systems implementation
- Perform other duties and responsibilities as directed

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- Bachelor's degree in Finance or Business, and 8-10 years of relevant experience, or an equivalent combination of relevant education and experience
- Master's degree or MBA is highly preferred
- Experience in the biopharma industry, preferably in FP&A / Corporate Finance supporting R&D
- Strong financial analysis and solid knowledge of managerial accounting
- Organizational and planning skills; able to establish a calendar for and coordinate a budgeting process across functions
- Demonstrated ability to work both independently and collaboratively with multiple teams throughout the company
- High level of proficiency with Microsoft Excel and modeling, as well as in creating executive level presentations in PowerPoint



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- Experience with ERP (incl. NetSuite and Adaptive Planning tool, or equivalents) and demonstrated ability to learn new systems quickly
- Strong attention to detail and drive to produce accurate and timely financial information
- Strong written and communications skills, coordination skills, and interpersonal skills to collaborate with and motivate others
- Demonstrated ability to work independently and with minimal supervision, within fixed timeframes, to meet deadlines
- Demonstrated ability to work in a fast-paced environment, prioritize appropriately, be hands-on, think critically, and handle multiple tasks simultaneously. Problem solver that can both identify challenges and propose solutions

Location for this role is at the Icosavax headquarters in Seattle, Washington, USA.

Please send cover letter and resume to careers@icosavax.com