



Finance Coordinator Job Description

At AliKats, we exist to create exceptional mountain experiences and protect the planet. We offer luxury catered and self-catered chalet holidays in the French Alps, and sustainability sits at the heart of everything we do.

Your Mission

Ensure AliKats maintains accurate, well-structured and timely financial data that supports effective decision-making across the business, while continuously improving financial systems and helping track our progress towards our environmental goals

Key Responsibilities

- Enter client invoices and expense receipts accurately into the Pennylane accounting system
- Ensure transactions are correctly categorised to provide meaningful financial reporting and insights
- Reconcile bank accounts and financial records within Pennylane
- Assist with the setup and ongoing optimisation of Pennylane, which is new to the business
- Prepare budget tracking reports to support the Operations Manager in managing costs
- Produce monthly chalet owner reports and calculate owner payments
- Prepare and execute supplier payments
- Track and report AliKats' progress against our Big Hairy Audacious Goal of donating or investing €1m in protecting the planet by 2035
- Help develop systems to measure and report the environmental impact of our business, including tracking our carbon emissions and sustainability performance
- Support the integration of financial and environmental data to help AliKats make better decisions that balance profitability with environmental impact
- Maintain organised and accurate financial records
- Work closely with the Sales and Ops teams to ensure financial data supports operational decision-making
- Support the development of financial forecasts, combining actual data with management forecasts
- Identify opportunities to improve financial processes through automation and modern technology
- Liaise with our expert comptable, who finalises the monthly accounts and TVA returns

You'll Bring

- Previous bookkeeping experience
- Ideally some accounting qualifications
- Strong systems thinking and the ability to structure financial data clearly
- High attention to detail and a methodical working style
- Fluent English & good French language skills
- Ability to work independently and manage your own workload
- Solid organisational and software skills
- Must be based in Morzine or the surrounding area

Bonus Points For

- Experience with French bookkeeping
- Experience using Pennylane or similar accounting software
- Experience improving financial systems or processes
- Experience working in hospitality or tourism

What We Offer

- €30-32k salary FTE (pro-rated for part-time role)
- Initial 6-month CDD with intention to convert to CDI



- Part-time role (2–3 days per week)
- Hybrid working with time in our office and the ability to work from home
- You will report directly to the co-founders, with the opportunity to shape and improve our financial systems
- A meaningful role in a purpose-driven company

Timelines

- Target start date 1st June