



Financial Controller

At RegiÔtels, we are passionate with lending our expertise to clients who need it most: small and medium sized independent hotels who struggle with growing their revenue and profits. Our great team of experts have a global experience and actively work for hotels in the areas of digital marketing, revenue management, e-commerce as well as sales and marketing.

Being part of RegiÔtels means that you will be able to make a real difference in hoteliers' lives by assisting them with your skillset. We believe that jobs of the future will involve tasks requiring social intelligence, complex critical thinking, creative problem solving, as well as initiative taking. As such, we operate on a very personal level with our hotel partners and are in constant touch with them to improve their livelihood and to advance regional hotel industry standards.

Scope of the position

Coordinating and overseeing the cash flow. The role is responsible for ensuring the company filings in Germany, Luxembourg and beyond. This is an entirely new position for a five-year old company. Given the growth and ambitions of RegiÔtels, the position could have its scope altered. The role will be half-time on an entirely flexible 20 hours per week.

Key responsibilities

- Submit financial statements to the company accountants
- Aligning expenditure with receipts
- Client billing
- Salary Payments via the automated systems
- Analyzing financial data
- Monitoring internal controls
- Overseeing and preparing income statements
- Participating in budgeting processes
- Managing financial transactions
- Streamlining accounting functions and operations
- Developing plans for financial growth
- Evaluating and managing risk
- GDPR - Data Protection Officer
- Coordinating audit processes



- Ensure the timely and successful delivery of our solutions according to needs, requests and objectives
- Speak regularly with other members of the team to discuss progress and find new ways to improve our services relative to your input
- Help with translating reports and documents
- Communicate with clients to understand their needs regarding billing
- Keeping accurate client records and account notes
- Maintaining updated knowledge of company products and services

OTHER ELEMENTS DESIRED:

- Reliability, goal-oriented, organizational skills, being a self-starter and autonomous
- Enjoying people and working in a small team either in home office or in the city
- A desire to speak out and contribute to a growing and developing company
- A clear understanding of the hotel industry is necessary
- A first experience with distribution systems, central reservation systems, content systems, online travel agencies is a plus

Skills

- Personality skills: strong presentation and communication skills, organized and abilities to work independently and to meet deadlines, creative and dynamic personality
- Technical skills: MS office pack with advanced Excel
- Languages skills: A minimum of English, German and French are a must