

WOMEN WIN is recruiting a Finance Coordinator

ABOUT WOMEN WIN

Founded in 2007, [Women Win \(WW\)](http://www.womenwin.org) is a global multi-dimensional women's fund guided by the vision of a future where every girl and woman* exercises their rights. With a global team based largely in the Netherlands, WW collaborates with diverse partners to increase the assets, access, voice, and agency of women and girls around the world. Our work focuses on investing in and providing support for a diverse global portfolio of partners. We also aim to influence a wide range of cross-sector stakeholders and broker unusual partnerships. Women Win works to advance girls' and women's rights amidst the scarce resources currently available for feminist movements.

Our programmatic work is distributed across three "Brands" which all serve WW's overall vision, but each with their own unique mission:

- [**GRLS**](#): Advance the playing field that progresses gender equity in sport & through play;
- [**Win-Win Strategies**](#): Connect the power of business with the deep assets of women's funds and organisations to economically empower women;
- [**Ignita**](#): Champion innovative funding strategies that channel resources to local human & gender rights activists, organisations & movements.

WW's work is also supported by:

- a world-class **Finance and Operations** team;
- our '**Learn**' team which drives learning, innovation and knowledge management;
- our '**Influence**' team which focuses on resource mobilisation, thought leadership and communications coordination across the organisation.
- our '**People & Culture**' team which focuses on Women Win's values and leadership ethos to create and maintain a unique and fun working environment and sustain a diverse, thriving team.

ABOUT THE ROLE

Our high-growth organization is seeking a professional Finance Coordinator to join our team. This position will play a key role in the Operations branch within Women Win and contribute to the work of the team to effectively manage the finance side of the organisation.

The Finance Coordinator serves as a key resource in supporting and contributing to all aspects of finance for Women Win. The ideal candidate is someone who has a background in finances and financial processes from diverse environments and is eager to learn and take initiative. Successful candidates thrive in collaborative, supportive, fun environments while valuing hard work to deliver results.

The Finance Coordinator reports to the Finance Manager / Finance Director and is a core team member of the Operations team.

CORE ACCOUNTABILITIES

FINANCIAL OPERATIONS (50%)

- Assist the operations team in the day-to-day accounting operations of the organization.
- Cross-functional responsibilities in a number of key financial areas, including accounts payable/receivable, petty cash, depreciation, purchase order management, expense management, credit card management and bank reconciliation.
- Provide daily support to our Fiscal Sponsorship beneficiaries in relation to expenses, invoices, contracts, reimbursements, travel, processes and procedures.
- Provide financial insights on request and respond to internal and external financial queries as required.
- Assist the operations team in providing monthly standard accounting reports to the Chief Operating Officer and Executive Team.

FINANCIAL COMPLIANCE (20%)

- Contribute to the ongoing development of finance policies and financial reporting.
- Support the annual audit process; liaise with external auditors, program partners and the operations team.
- Assist in the production of the annual report and annual account statements.

PROGRAM FINANCE MANAGEMENT (20%)

- Prepare first draft of budget for new programs with project overview.
- Assist with monitoring and evaluation of financial activities, particularly on financial reporting of program partners.
- Provide analysis and reporting of financial data in an accurate and timely manner; collate financial documentation by funder and project initiatives for management review.
- Support in the creation of monthly project reports and dashboards with program managers.
- Assist in the preparation of budgets for project proposals.

MISCELLANEOUS (10%)

- Assist the team with analytics and financial support on strategic opportunities.
- Support with special projects and initiatives through-out the organisation.

ABOUT YOU

Education: at least a university degree in a relevant field. i.e. Finance, Accounting, Business Management, Economics.

Experience: In addition to Finance Coordinator level competencies (as described above), the candidate should have:

- 3 - 5 years' experience in a finance role in the private, public or NGO space.
- Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and the proven ability to translate technical financial data into informative reports.
- Accounting skills and experience, including working with the general ledger, journal entries, payroll, payables and balance sheet.
- Experience with internal controls and banking.
- Strong organizational and strategic planning skills in a fast-paced environment.
- Proficiency in MS Office (Excel, Word, PowerPoint), particularly Excel.

- Attention to detail with high level of accuracy.
- Ability to be proactive and logical in problem-solving scenarios.

Travel: Ability and willingness to travel approximately 10% of the time. This includes ensuring availability to attend Women Win in-person team meetings and retreats.

Location: Working location is flexible - candidates may be based in The Netherlands or in another country but must be available for regular Women Win working hours (CET 9am to 6pm).

Working Hours: Full time position (40 hours).

Salary: Commensurate with experience.

Languages: English fluency - orally and in writing - required. Other languages: Dutch, Spanish, French very desirable.

TO APPLY

Hiring for this position is open immediately and interested candidates are encouraged to apply as soon as possible, no later than the **13th August 2023**. Please submit the following to jobs@womenwin.org with "Finance Coordinator" in the subject line:

- Motivation letter outlining how your skills and experience make you the best candidate for this position.
- Please indicate when you would be available to start at WW in your motivation letter.
- English resume/CV.

Notes.

- Women Win strives to be a diverse and inclusive organization. For us, this translates to creating an environment where everyone can bring their authentic selves to work and make it easy for others to do the same. We encourage applicants with diverse backgrounds and experiences to apply.
- WW cannot procure a working permit for prospective candidates. WW will also be unable to provide individual feedback to applicants who are not short-listed.
- When we collect your personal information as part of a job application or offer of employment, we do so in accordance with industry standards and best practices and in compliance with applicable privacy laws. WW is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at hr@womenwin.org.

To all recruitment agencies: WW does not accept agency resumes. Please do not forward resumes to our jobs alias, our employees or any other organisation location. WW is not responsible for any fees related to unsolicited resumes.