

WOMEN WIN is recruiting a Finance Coordinator

ABOUT WOMEN WIN

Founded in 2007, [Women Win \(WW\)](https://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:

- [GRILS](#): 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](#): Catalyse a shift in the philanthropy ecosystem that strengthens local activists, organisations and movements' capacities to drive change on their own terms

WW's work is also supported by:

- our **Finance and Operations team** which delivers back of the house services that are pivotal in driving our strategy and growth;
- 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

The Finance & Operations team (FinOps) at Women Win serves both our US and NL entity, working across three main areas;

- Corporate Finance (organisational audits, accounting, payables & annual reporting)
- Programmatic Finance (programmatic budgets, financial grant management, financial IT systems & processes.)
- Operations (office management, operational procedures and policies, IT systems management.

The **Finance Coordinator** is a core team member of the FinOps team and will specifically support financial operations in the US entity. This role will cover all aspects of finance eg. accounting, payables, credit card management and IRS forms and processes. This is an exciting opportunity to work on expanding US finance operations and supporting the team in finding innovative ways of working.

The Finance Coordinator reports to the Finance Manager and is a core team member of the FinOps team. The position is open to be remote but home base must be either US east coast or Europe to connect and communicate with the team.

CORE ACCOUNTABILITIES

FINANCIAL OPERATIONS (70%)

- Manage core financial functions, including accounts payable/receivable, petty cash, depreciation tracking, purchase orders, expense processing, credit card reconciliations, and bank reconciliations – with a focus on efficiency, clarity, and continuous improvement.
- Support day-to-day accounting operations in collaboration with the (FinOps) team, sharing learnings to strengthen team capacity and workflows.
- Oversee financial transactions across multiple entities, ensuring compliance with relevant standards. Identify opportunities for improved systems integration and internal controls.
- Assist Fiscal Sponsorship partners with expense processing, invoicing, reimbursements, contracts, and financial policies & procedures.
- Respond to internal and external financial inquiries and provide insights as needed.
- Help prepare monthly financial reports for the Executive Team when requested.

FINANCIAL COMPLIANCE (20%)

- Contribute to the development, implementation, and review of financial policies, procedures, and reporting tools.
- Support the annual audit process, liaising with auditors, internal teams, and program partners as needed.
- Stay current on relevant internal procedures, non-profit financial regulations, and applicable state/federal compliance requirements, including tax-related filings.

MISCELLANEOUS (10%)

- Provide financial analysis and data support on special projects and strategic initiatives.
- Participate in organisational learning activities and contribute to a culture of learning & continuous improvement.
- Support with special projects and initiatives throughout the organisation.

ABOUT YOU

Education: a university degree in a relevant field; 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.
- Alignment with the mission of Women Win, it's work and the work of our partners.
- Demonstrated understanding of US GAAP and non-profit financial reporting requirements (including Form 990, 1099, W-8, W-9) with a willingness to deepen expertise as needed.
- Strong foundational accounting knowledge, including general ledger management, journal entries, payables/receivables, payroll, and reconciliation. Experience with multi-entity accounting and intercompany transactions is preferred.
- High cultural awareness and ability to work effectively in diverse, international environment
- Experience with internal controls, financial compliance and banking.
- Proficiency in MS Office, particularly Excel.
- Excellent attention to detail and accuracy.
- Ability to be proactive and logical in problem-solving scenarios.
- Tech savvy with excellent written, verbal and digital communication skills and proven ability to collaborate effectively in a remote environment.
- *Understanding of non-profit financial reporting and compliance (eg. restricted funds, donor-specific reporting) (a plus)*
- *Familiarity with nonprofit or fund-based accounting systems (e.g., QuickBooks) (highly desirable)*

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: This role can be performed remotely with home base either US (east coast) or Europe.

Working Hours: Full time position (40 hours).

Salary: Coordinator level position with compensation based on the Women Win salary scale.

Languages: English fluency - orally and in writing - required. Additional languages highly valued.

ABOUT US

We value not only what you know, but how you show up – with curiosity, authenticity, and care. While we all bring different strengths, our team members tend to share traits such as:

- **Collaborative**, able to coordinate across teams and build relationships based on trust and shared goals.
- **Authentic & Adaptable**, bringing your authentic self and willing to learn from change and navigate ambiguity with a flexible mindset.
- **Curious and reflective**, always learning and listening – especially to voices often overlooked.
- **Creative and critical thinkers**, comfortable to challenge assumptions and explore new approaches.
- **Purpose Driven & Accountable**, taking ownership & initiative, and delivering with a focus on meaningful impact.
- **Fun & Play**, bring energy, joy, and imagination into the work – using play to unlock creativity, connection, and resilience.

TO APPLY

Hiring for this position is open immediately and interested candidates are encouraged to apply as soon as possible, no later than the **6th June 2025 17:00 CET**. Please submit your application via [Idealist.org](https://www.idealists.org)

- English resume/CV
- Application Letter
 - Instead of a traditional cover letter, please send a short-written response (max 500 words) addressing the following:
 - **Introduction**
 - Tell us a bit about yourself including what excites you about this role, what areas would be familiar to you and what learning would you hope to gain from it? Please include when you would be available to start at Women Win.
 - **Work Example**
 - Share an example of a time you improved a finance process or procedure, how did you identify what needed changing, what was your approach and what was the outcome?

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.

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