

WOMEN WIN is recruiting a Finance Specialist

ABOUT WOMEN WIN

Founded in 2007, [Women Win \(WW\)](https://www.womenwin.org) is a global women's fund advancing girls' and women's rights through strategic investments and partnerships. With a team based primarily in the Netherlands, we collaborate with diverse partners to increase the assets, access, voice, and agency of women and girls worldwide.

Our work spans three areas – GRLS (gender equity in sport), Win-Win Strategies (economic empowerment), and Ignita (innovative philanthropy) – supported by our Finance & Operations, Learn, Influence, and People & Culture teams.

ABOUT THE ROLE

Our growing organisation is seeking a Finance Specialist to join our 8-person Finance and Operations team. Reporting to the Finance Director, you'll gain hands-on experience in nonprofit finance while supporting the critical transaction processing that moves funds to our global partners.

FINANCIAL OPERATIONS (70%)

- Process accounts payable/receivable, expense reports, and credit card reconciliations.
- Assist with bank reconciliations and petty cash management.
- Prepare accurate time reports and time sheets for our programs in conjunction with our grant managers.
- Build program budgets in collaboration with program teams, ensuring alignment with funders requirements.
- Prepare accurate and timely financial reports for funders in accordance with donor and organizational requirements.
- Ensure all our purchase of goods and services are completed and invoiced on time.
- Support fiscal sponsorship partners with invoices, reimbursements, and expense processing.
- Maintain accurate financial records and respond to routine financial inquiries.

FINANCIAL COMPLIANCE (20%)

- Assist with annual audit preparation and documentation.
- Complete compliance checks / review due diligence documentation.
- Work on improving processes (e.g., vendor onboarding, expense policy compliance).

MISCELLANEOUS (10%)

- Ad hoc financial analysis.
- Support special projects and initiatives.

ABOUT YOU

Education: a university degree in Finance, Accounting or a relevant field.

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

- 1-2 years of finance/accounting experience (private, public, or nonprofit sector)
- Alignment with the mission of Women Win, it's work and the work of our partners.
- High cultural awareness and ability to work effectively in diverse, international environment
- Basic accounting knowledge (general ledger, journal entries, payables/receivables)
- Proficiency in Excel and MS Office
- Strong attention to detail and accuracy
- Proactive problem-solving skills
- Excellent written and verbal English communication

Desirable Experience (*not required*)

- Experience with internal controls and banking procedures
- Budget preparation exposure

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: Central European Time Zone +/- 2 hours. Remote working possible.

Working Hours: Full time position (40 hours).

Salary: Specialist 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 **14th November 2025 17:00 CET**. Please submit your application via Indeed at [this link](#).

- 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.
 - Share two examples of recent financial operations tasks that you have learned and that you now feel very comfortable performing yourself.

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.