

# WOMEN WIN is recruiting a Finance & Accounting 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.

## ABOUT THE ROLE

Under the supervision of the Head of Accounting & Compliance, you support Women Win's accounting and financial operations, including maintaining accurate financial records, preparing and posting accounting entries in accordance with GAAP and IFRS standards, and contributing to the monthly and annual closing of accounts. The role ensures that financial transactions and payments are processed in compliance with our financial regulations and applicable procedures.

The Finance and Accounting Coordinator will also ensure compliance with tax and VAT requirements, and contribute to the preparation of external audits.

## CORE ACCOUNTABILITIES

### ACCOUNTING & BOOKKEEPING

- Maintain accurate and up-to-date accounting records in QuickBooks Online, including processing of accounts payable and receivable, revenue, expense, payroll and invoice entries, in accordance with Dutch GAAP and IFRS standards.
- Review and process payments and bank transfers, ensuring all transactions are properly authorised and supported by appropriate documentation.
- Support the monthly, quarterly and year-end closing process, including balance sheet reconciliations, accruals, reclassifications, resolution of discrepancies and bank reconciliations.

### FINANCIAL OPERATIONS & REPORTING

- Support the preparation of financial reports, annual accounts and the annual report.
- Allocate expenditure accurately to the relevant programmes and cost centres.
- Review and process staff expense claims in accordance with the organisation's expense policy.
- Support vendor onboarding, including due diligence checks and verification of documentation.

## AUDIT, TAX & COMPLIANCE

- Assist in the preparation for external audits, including responding to documentation requests and reviews.
- Ensure timely follow-up on audit observations and recommendations.
- Monitor internal financial processes and ensure they are up to date
- Support VAT-related assessments, documentation, and compliance requirements in coordination with external advisers and the Tax Authority.

## ABOUT YOU

### Education:

- University Degree in Accounting, Business Administration or a finance-related field.

### Experience & Skills

- Minimum 3–5 years of relevant experience in accounting and bookkeeping within a finance or accounting department in a European environment, with exposure to and knowledge of EU national GAAPs and IFRS.
- Advanced proficiency in Microsoft Excel, including regular use of VLOOKUP, PivotTables, and data cleaning and validation techniques across multi-sheet datasets. *(Note: Candidates will complete a timed practical Excel assessment early in the hiring process.)*

### Competencies

- Committed to the organisation's mission and excited to support it through strong financial stewardship.
- Manages multiple priorities and tight deadlines with accuracy and attention to compliance.
- Exercises sound judgement, balancing risk, compliance, and organisational values rather than applying rules mechanically.
- A results-oriented self-starter who organises their work independently with a strong sense of responsibility.
- Comfortable with ambiguity and adaptable in a fast-moving, remote-first environment.
- Works effectively across teams and cultures.

### Additional desirable experience:

- Experience working with Quickbooks Online.
- Knowledge of Dutch GAAP and related finance and accounting procedures would be an advantage.

**Travel:** Ability and willingness to travel approximately 15% of the time. This includes ensuring availability to attend Women Win in-person team meetings and retreats.

**Location:** Candidate is expected to work mainly CET hours to connect with team. We are looking for someone based in Central European Time Zone +/- 2 hours. Remote working possible.

**Working Hours:** Full time position (40 hours).

**Salary:** Coordinator level position with compensation based on the Women Win salary scale. Women Win believes in global pay equity meaning that team members' compensation is equalized regardless of location. The Women Win salary scale considers the expected level of competency and complexity of the role and strives to create consistency across the organisation.

**Languages:** English language fluency - orally and in writing. Additional languages are always a plus.

**Contracting:** If you are living outside the Netherlands, your contract will be issued via our Employer of Record partner. An Employer of Record (EoR) is a third-party organisation that becomes your legal employer for payroll, taxes, and statutory benefits in your country, while you work day-to-day as part of the Women Win team.

**Benefits:** As part of our complete offer and in line with our commitment to collective care, Women Win offers the following benefits:

- 25 days of paid vacation time annually
- 3 shut down weeks annually
- Monthly wellbeing allowance
- Remote work and flexible work arrangements
- Home office contribution

## TO APPLY

Applications are open. The deadline is **Friday 29 May 2026, 17:00 CET**.

You can only submit your application [through this SurveyMonkey link](#).

Applications received in any other way will be disregarded.

You will be asked to upload your CV and to answer the following questions:

*1. How many years of relevant experience in accounting and bookkeeping within a finance or accounting department do you have?*

- 0
- 1-2 years
- 3-4 years
- 5-6 years
- 7+ years

*2. Which best describes your experience working with Excel?*

- None - I have not used Excel before
- Basic - I have entered data into Excel documents that were created by others
- Moderate - I use Excel regularly and have mostly used basic formulas, like SUMIF or Pivot Tables

- *Advanced - I use Excel regularly and am proficient in using more advanced features like VLookups*
- *Proficient - I have created Macros in Excel in the past 6 months*

3. *When facing a time-sensitive payment with incomplete documentation, rank the following in order of importance (1 = highest priority):*

- *Ensuring full compliance with all procedures*
- *Maintaining trust and continuity with partners*
- *Minimizing audit risk*
- *Documenting the decision-making process*
- *Sending the payment as soon as possible, documentation can be collected later*

4. *Which of the following tasks do you find most frustrating? (Select up to 2)*

- *Chasing missing documentation*
- *Enforcing compliance with colleagues*
- *Documenting processes in detail*
- *Working with incomplete information*
- *Reconciling discrepancies*
- *Re-formatting spreadsheets*
- *Onboarding in new software*
- *Meeting with external stakeholders*
- *Training colleagues*
- *Working independently on projects*

5. *In the past 12 months, which of the following have you personally done? (Select all that apply)*

- *Prepared or reviewed balance sheet reconciliations*
- *Posted or reviewed journal entries (accruals, reclasses, etc.)*
- *Supported month-end or year-end close*
- *Responded to auditor requests directly*
- *Tracked or resolved discrepancies*
- *Prepared and submitted a financial report to a donor*
- *Prepared or executed international payments*
- *None of the above*

6. *Tell us about a time you identified and resolved a reconciliation discrepancy—what happened and what did you change so it wouldn't recur? (max 150 words)*

7. How do you ensure accuracy during month-end close when timelines are tight and not all inputs arrive on schedule? (max 150 words)

8. Tell us about a process you automated or streamlined—what tool did you use and what was the outcome? (max 150 words)

9. We'd also love to know what draws you to Women Win specifically - what excites you about our work and this role? (max 150 words)

#### **Notes.**

- Women Win strives to be a diverse and inclusive organisation and encourages applicants from all backgrounds to apply. We are unable to sponsor work permits or provide individual feedback to applicants not shortlisted. If you require a reasonable accommodation due to a disability, please contact [hr@womenwin.org](mailto:hr@womenwin.org).
- We completely understand and see the value of using AI in the process of writing your CV and answering our questions. We have also used AI to help us with writing this job description! However, we want to make sure we don't lose the human in the process. So while we don't discourage using AI for your application, we do encourage you to use your own words and authentic voice to ensure your application stands out.

**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.