WOMEN WIN is recruiting a
Finance & Accounting Coordinator

ABOUT WOMEN WIN

Founded in 2007, Women Win (WW) 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

Women Win's Finance team delivers the operational services that help the organisation achieve its impact goals and meet its regulatory requirements. Accurate, timely finance is what lets us move resources to feminist movements and partners around the world with confidence.

The team has [8] members and works mostly remotely. As Finance & Accounting Coordinator, you'll support our accounting and financial operations under the supervision of the Director of Accounting & Compliance, taking responsibility for core bookkeeping and closing tasks and preparing and checking transactions. The work can be complex, spanning multiple entities, currencies and funder requirements, so we're looking for someone who is ready to jump in, ask good questions and learn quickly. Over time, you'll also help us improve how we work.

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 standards.
- Prepare and check payments and bank transfers, ensuring they are properly authorised and supported by documentation before release.
- Prepare inputs for the monthly, quarterly and year-end close, including balance sheet and bank reconciliations, accruals and reclassifications, and resolve discrepancies.

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 management policy.

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- Maintain and review documentation for vendor onboarding and verification.

AUDIT, TAX & COMPLIANCE

- Assist with external audit preparation, including documentation requests, and follow up on audit observations and recommendations
- Review the finance processes you work with, identify issues, and propose and help implement improvements, including through innovation, automation and better use of our tools.

ABOUT YOU

Education:

- Bachelor's degree in accounting, Business Administration or a finance-related field or equivalent experience/qualification.

Experience & Skills

- Minimum 3 years of relevant experience in accounting and bookkeeping within a finance or accounting department in a European environment, including journal entries, account reconciliations and month-end closing activities, with exposure to and knowledge of a European GAAP Standard and/or IFRS.
- Advanced Excel skills, including regular use of VLOOKUP, PivotTables, and data cleaning and validation techniques across multi-sheet datasets. *(Note: A timed practical Excel assessment can be part of 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.
- Enjoys and works well across teams and cultures.

Additional desirable experience:

- Experience working with QuickBooks Online.
- Experience changing internal accounting processes.

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.

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Location: Candidate is expected to work mainly CET hours to connect with the team. We are looking for someone based in the Central European Time Zone +/- 2 hours. Fully remote working is possible. Women Win is unable to provide visa sponsorship at this time.

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 workday-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 13 November 2026, 17:00 CET**.

You can only submit your application through this SurveyMonkey .

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?

- *I have no prior experience*
- *1-2 years*
- *3-4 years*

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- *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 advance features like VLOOKUP's*
- *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*

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- *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.
- 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.
- 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.*

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