

Women@Tech

Finance Lead

About Women@Tech

Women@Tech is a **volunteer-led** UK organisation dedicated to connecting, developing, and advocating for women in technology. Backed by industry-leading member companies, we are driven by women and allies from the most influential tech companies in the UK. Our initiatives include mentorship and development programs, networking events, and advocacy efforts to improve the representation and progression of women in the tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the tech industry.

For more information, please visit our [website](#).

Job Details:

We are seeking an enthusiastic and experienced Finance Lead to join our Central Staff Office within the Women@Tech Group committee.

If you have a passion for diversity and inclusion, a deep understanding of the tech industry, and love collaborating across teams, we want to hear from you!

As part of the Central Staff Office team, this role will:

- Ensure the strategy for financial planning is operationalized
- Support with any finance related opportunities

What You'll Be Doing:

- Develop and manage annual budgets and financial forecasts for the organization's programs and initiatives
- Lead monthly financial reporting and analysis for the leadership team and board
- Oversee accounts payable/receivable and maintain accurate financial records
- Collaborate with program leads to create budget proposals for new initiatives
- Manage relationships with external auditors, banks, and financial partners
- Implement financial controls and compliance procedures

- Create financial models for sustainability and growth planning
- Monitor and track grant spending and reporting requirements
- Coordinate with fundraising team on donor financial reporting
- Provide strategic financial guidance for organization-wide decision making
- Manage payroll and benefits administration
- Develop KPIs and metrics for financial performance tracking

Preferred Skills and Qualifications:

- Strong proficiency in financial software and Excel
- Experience with non-profit accounting and grant management
- Knowledge of financial regulations and compliance requirements
- Proven track record of budget management and financial planning
- Strong analytical and problem-solving abilities
- Excellent communication and presentation skills
- Project management experience
- Understanding of tax regulations for non-profit organizations
- Experience with financial risk management
- Professional certification (CPA, CFA) preferred but not required

What You'll Get From Us:

- A collaborative and supportive work environment.
- Varied projects with a high degree of autonomy.
- Exposure to the latest DEI trends.
- Professional development opportunities.
- The chance to build your personal brand and access a unique network across major tech companies.
- The opportunity to make a meaningful impact on diversity and inclusion in the tech industry.
- A commitment to treating everyone equally, without any discrimination.

Time Commitment:

2 hours per week, corresponding to meeting attendance and supporting the Women@Tech team.

HOW TO APPLY:

Contact: Clarisse Furtado- furta@amazon.com

