

Role Title Senior Finance Officer

Wellington, 0.6 FTE part-time permanent.

- A part-time financial management role with flexible work arrangement options, providing real breadth of work in an inclusive and supportive environment
- Provide financial management services to the Ministry – supporting statutory reporting, budgeting, and management reporting
- Ensure delivery of best practice financial and pay roll processing services

Manatū Wāhine Ministry for Women is the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. We provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls.

Our people are crucial to achieving the strategic outcomes we are seeking. We are looking for experienced finance professionals with a proven track record of delivery to join our team.

Mō tēnei tūranga mahi | About this role

This position is an excellent opportunity to work across the finance function and work closely with the Finance Manager and Leadership Team, as well as work across our priority areas on a range of issues that impact New Zealand women. We operate a 'one-Ministry' culture where everyone pitches in and contributes to the whole of our work programme.

Ko koe tēnei | About you

You will be the Ministry's go to person for all finance and payroll queries. You will be process driven and take the opportunity to continually look for improvements or new ways of doing things. You will be that self-managing person who reliably seeks solutions and gets things done, knowing when to check in with others for more information. You will be comfortable dealing with a range of people in the organisation and externally and have a strong customer focus. You will have experience in financial and management accounting services, in particular preparing financial statements, and be able to analyse financial information for non-financial users in accounts. You will have experience in the public sector accounting in particular understanding of the Estimates processes and reporting to the Treasury.

Me pēhea te tuku tono | How to apply

The full-time salary range for this position is \$93,942 to \$114,130. A full job description can be found [here](#).

To apply for this position please send your covering letter, CV and completed application form to the Director, Corporate Services at recruitment@women.govt.nz by 4 July 2022.

If you would like us to consider a flexible working arrangement, please let us know how that might best work for you as part of your application.

We are committed to providing a working environment that values inclusion, diversity and accessibility. We embrace the unique perspective and capabilities of our current and future employees, which will help us to improve outcomes for wāhine women and kōtiro girls. If you have any support or access requirements, we encourage you to tell us when you apply so that we can assist you through the recruitment process.

As we are currently a fully vaccinated office, we are required to sight your Vaccination Pass at the pre-employment stage of our recruitment process, however, this policy is being reviewed, and Manatū Wāhine is moving towards a policy in line with updated Public Service Workforce Guidance for the COVID-19 Protection Framework.