

Senior Financial Accountant – Part time

- Friendly and supportive team environment.
- Contribute to meaningful mahi that makes a difference.
- Part time 25 – 30 hours per week. Fixed term until end of March 2027

We're looking for a hands on Senior Financial Accountant who enjoys working across the full accounting cycle.

Mō Manatū Wāhine | About Manatū Wāhine

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 an experienced team professional with a proven track record of delivery to join our team and help us deliver for wāhine women.

Our Ko wai mātou reflect who we are and what's most important to us; they guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve – wāhine women and kōtiro girls of Aotearoa New Zealand.

Our Ko wai mātou are:

- Kia Māia – we are brave and courageous in all that we do.
- Tuia mai – we embrace and support wāhine from all communities.
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

Mō tēnei tūranga mahi | About this role

As the Senior Financial Accountant, you will play a pivotal role in our small, high-performing finance team. Reporting directly to the Chief Financial Officer, you'll deliver high-quality financial accounting and payroll services, along with insightful financial management reporting and business papers; to inform sound governance decisions and support the strategic objectives of Manatū Wāhine Ministry for Women.

Ko koe tēnei | About you

We're looking for a qualified Chartered Accountant (or currently working towards qualifying) who brings over three years of experience in finance and payroll administration. You'll excel at managing competing priorities and meeting tight deadlines, while maintaining a high level of accuracy and attention to detail. Skilled in building and sustaining key relationships, you will have a proven track record of

identifying and implementing process improvements. You will also have experience and knowledge in:

- Financial accounting and payroll systems.
- Advanced proficiency in Microsoft Word, Excel, and Outlook.
- Public sector accountability and Treasury reporting.
- Relevant legislation including the Public Service Act 2020, Employment Relations Act 2000, Holidays Act 2003, and Wages Protection Act 1983.
- Writing financial papers and reports to inform good governance.
- And a commitment to improving the lives of all wāhine women and kōtiro girls.

Me pēhea te tuku tono | How to apply

This is a part time role, 25 – 30 hours per week. Fixed term until the end of March 2027. The salary range for this role is \$102,024 to \$123,649 pro rated.

A copy of the full job description and application form can be found on the [Manatū Wāhine website](#).

To apply for this position, email your completed application form, a cover letter and cv to recruitment@women.govt.nz.

Applications close at **5.00pm, Friday 31st October 2025**.

Applications made via Seek will not be accepted.

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.