



Manager Corporate Services/CFO

Adapted in 2025 by Accessible Formats Service,

Blind Low Vision NZ, Auckland

Transcriber's Note: The logo at the top of the page is,
Whaikaha: Ministry of Disabled People.

Notes for the Large Print Reader

Main text is in Arial typeface, 18 point.

Headings are indicated as:

Heading 1

Heading 2

Manager Corporate Services/CFO

- Permanent, Wellington based role
- Influential leadership role
- Join an engaging and collaborative team

Join us as our Manager Corporate Services to make sure our people have the systems, tools and support they need to do their best work.

Mō te tūnga | About the role:

As the Corporate Services Manager you will lead a small team that provides enabling services and support across Whaikaha – things like finance, people and culture, wellbeing, procurement, IT, and property management.

You will be our Chief Financial Officer, and our main contact point with external agencies on financial matters.

You will also plan for the future to ensure our services remain fit for purpose as we grow and change.

You will be part of the wider management team, helping to shape the direction of Whaikaha and making sure our work reflects our commitment to equity, Te Tiriti o Waitangi, and the needs of disabled people and tāngata whaikaha Māori.

What you'll be doing:

- Lead a team that provides finance, HR, health and safety, procurement, IT, and property services.
- Make sure our systems and services are accessible, effective, and provide value for money.
- Support the wellbeing of our people and ensure our work environment is inclusive and safe.
- Contribute to big-picture planning and provide advice on strategic direction and future needs.
- Oversee the day-to-day delivery of services, manage resources, and keep projects on track.
- Look for ways to improve efficiency, including exploring technologies like AI.
- Lead our approach to carbon neutrality and emergency planning.
- Build strong relationships with key partners and stakeholders.

Mōu | About you:

You will have previous experience leading corporate services in a complex organisation.

You will have a solid understanding of financial management and budgeting processes.

You will be a strategic thinker and have previous experience planning for the long term while keeping day-to-day operations running smoothly.

You will bring strong people leadership experience and have the ability to build capability, develop talent and support wellbeing.

You will have demonstrated experience building and maintaining collaborative relationships, strong communication skills and focus on accessibility, inclusion, and equity.

To undertake this role successfully you will either be a disabled person, or you will be able to establish credibility and trust with the disability community.

He Whakaahuatanga Tūnga | Position Description:

The job description, closing date, salary, application process and alternate formats of this advertisement can be found here: <https://www.whaikaha.govt.nz/managerCS>

Mō mātou | About us:

At Whaikaha, we want an Aotearoa New Zealand where Deaf and disabled people and tāngata whaikaha Māori are thriving.

As a Ministry we are dedicated to this goal, working with government, businesses, and communities to drive real change.

IN-CONFIDENCE

We do this by investing in disability communities, providing strategic and policy advice across government, monitoring how well services are working, and identifying new, exciting opportunities to make a difference.

We care about the wellbeing and success of our people and provide a supportive and inclusive environment.

Me pēhea te tuku tono | How to apply:

Click the '**Apply**' button to complete the online form, or let's kōrero about what you need to feel supported in your application. For example, you may prefer to use video instead of a traditional CV and cover letter, or you might want whānau or a friend to tell us about you.

Contact us about the best way for you to apply by emailing:

PeopleandCulture@whaikaha.govt.nz

If you work for Whaikaha please apply through the myHR portal so that your employee profile is visible as an internal candidate.

End of Manager Corporate Services/CFO