

PAYROLL OFFICER

Spruson & Ferguson is one of the few intellectual property firms in Australia committed to providing a fully integrated service for the protection, commercialisation, enforcement and management of all forms of intellectual property including patents, trade marks and designs.

We are seeking a competent payroll person with a minimum of 5 year's end to end payroll experience.

Reporting to the HR Manager and part of the HR team, the successful candidate will be responsible for the processing of fortnightly and monthly pays for some 200 staff.

Liaison with senior accounts staff and some exposure to HR-related activities, add some variety to the role. The payroll function is operating smoothly and efficiently within established procedures.

A thorough understanding of payroll administration is essential. MicrOpay experience preferred.

Salary is negotiable, commensurate with experience.

The position is initially for 12 months. However, there is a possibility that the appointment will become permanent.

To apply please forward your resume and a covering letter by e-mail to: cmunro@sprusons.com.au or by post to:

Mrs C Munro
Human Resources Manager
Spruson & Ferguson
GPO Box 3893
Sydney NSW 2001

Level 35, St. Martins Tower
31 Market Street
Sydney NSW 2000, Australia

Mail to : GPO Box 3898
Sydney NSW 2001, Australia

Telephone: +61 2 9393 0100
Facsimile: +61 2 9261 5486

mail@sprusons.com.au
www.sprusons.com.au