

PAYROLL OFFICER PART TIME

Spruson & Ferguson is one of Australia's leading patent and trade mark attorney firms, providing a comprehensive range of expertise to our clients in the field of intellectual property.

An opportunity is presently available for an experienced payroll officer to join the firm.

Reporting to the HR Manager and a member of the HR team duties include, the preparation/processing of fortnightly and monthly pays, end of pay and end of month reporting, the preparation of termination pays, calculation of payroll tax, superannuation and other related tasks.

The position is part time, 3 days per week Monday to Wednesday.

To be considered for the position, candidates must have a solid background in a dedicated payroll position preferably with Micropay Meridian experience.

Please forward your resume with a covering letter by email to: hr@sprusons.com.au marked to the attention of the Human Resources Manager.

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