

Practice Business & Finance Manager

Baldock Surgery

37.5 hours per week – full time

£45,000 - £55,000 per annum (depending upon experience)

The Baldock Surgery is a friendly GP Practice with 8 GP Partners and 3 Salaried GPs situated in North Hertfordshire serving a patient population of circa 13,000. We are a long-established and very active teaching and training GMS Practice which falls under the East & North Hertfordshire Commissioning Group. The Practice is highly active in its well-functioning, friendly and supportive Primary Care Network where our Senior Nurse is Co-Clinical Director. We were rated “Good” in all areas at our last CQC Inspection in February 2019 and annual review in March 2020.

We have an exciting opportunity for an accomplished, experienced and highly motivated Practice Business and Finance Manager to lead our excellent administrative and clinical team. The successful candidate must provide solid leadership and have a sound knowledge of management, finance, information management and technology. A sound knowledge of HR is also desirable although the post-holder will be supported by a Deputy Practice and Human Resource Manager.

The focus of the role will be on business and finance, including income generation. The successful candidate must have an understanding of GP Practice finances, budgeting and financial forecasting, including QOF and enhanced services. We will also consider exceptional candidates who can demonstrate a sound knowledge of Primary Care from other backgrounds. The Practice uses the SystmOne clinical system.

The post will involve implementing the overall operational business strategy, reviewing current processes, plans and procedures to ensure the Practice meets its agreed aims and objectives within a profitable, efficient, safe and effective working environment, whilst maintaining a high standard of patient care and excellent relationships with all stakeholders.

More information on the main responsibilities of the role is available in the Job Description.

Annual Leave entitlement will be 6 weeks per annum plus statutory bank holidays.

Please apply with a covering letter and CV to Jenny Walsh, Recruitment Consultant at jenny.walsh@nhs.net.

Closing date: 10.00am on Friday, 4th June 2021

Shortlisted candidates will be contacted within two weeks of the closing date.
We regret we do not provide feedback to candidates who have not been shortlisted.

This advert may close early if a suitable candidate is found.