

WYE SURGERY JOB DESCRIPTION

Finance Officer – working 4-5 days a week

Reporting to: Practice Manager

Responsible to: Practice Partners

Overview

The role of Finance Officer is integral to the efficient running of our GP surgery and Dispensary. As a key member of the team, the successful applicant will assist with all aspects of the practice's finances.

Accuracy, flexibility, discretion and teamwork are essential to this role.

Salary dependent on qualifications and experience.

Ideally, the successful candidate will be able to start as soon as possible, although the Practice may accommodate a later start date, based on individual circumstances.

Skills and experience

Essential qualifications

- An accounting qualification or significant equivalent experience plus a knowledge of VAT

Desirable experience

- Partial Exemption calculations and SAGE accounting software
- In the healthcare sector and a dispensing practice, or similar organisation
- Knowledge of general practice funding streams, Primary Care Network and NHS Pensions, is desirable.

Main Duties and Responsibilities

- Supporting the Partners and Practice Manager and working with the Practice Team.
- Maintaining and improving financial processes.
- Processing transactions on the accounting system (Sage).
- Arranging purchase invoices for payment.
- Preparing bank reconciliations.
- Liaising with the Practice's external accountants with regards to the submission of Quarterly VAT Returns and preparation of the annual accounts.

About Wye Surgery

- We are a forward-thinking, training, GMS dispensing practice with 9,200 patients.

- We have a clinical team of 8 GPs, a Paramedic Practitioner, Advanced Nurse Practitioner, Physiotherapists, Pharmacists, 5 practice nurses and an HCA.
- As a teaching practice we are keen on developing and supporting, clinicians, trainees, retainers and students.
- Our practice support staff are an integral part of delivering excellent patient care.
- We work with five other local practices as part of Ashford Stour PCN.
- We provide excellent and compassionate personal care, combining the best of traditional values with the latest knowledge, from a multi-disciplinary team.

Applications

Please submit your application to:

Mrs Helen Goodman
Practice Manager
Wye Surgery
Oxenturn Road
Wye Ashford TN25 5AY

01233 884585 Ext 2217

Closing Date: 12 November 2021

Interview Date: By mutual agreement