## JOB TITLE: PRACTICE MANAGER

**REPORTS TO: The Business Manager**

**HOURS: 37 Hours per week**

**Job summary:**

Our client at the Sarephed Medical Centre is looking for an experienced Practice Manager who is a confident professional with vision, drive, and the ability to keep abreast of the forthcoming changes in the NHS.

**About the role:**

Sarephed is working in partnership with Linkway Medical Practice, the committed and happy team offer a wide range of quality centred services to their patients in the heart of Smethwick. Upon joining the team, you will be responsible for the smooth, efficient, and profitable running of the practice. You will have an integral part of the future planning, assisting the business manager to prepare business plans, annual report and practice aims and objectives. Other responsibilities, include but not limited to;

**Personnel and training -** Managing and supporting the team, which involves appraisals, training and development and recruitment.

**Finance and profitability –** Responsible for sales and purchase invoices and assisting with the updating of practice accounts software. Assist in monitoring targets such as the GMS contract/PCCF/QOF and other enhanced services.

**IT –** Responsible for the Practice IT systems, including maintenance, developments, and Data Protection legislation

**Premises and equipment -** security, repairs, insurance and maintenance and Health & Safety compliant

**Patient services –** System implementation and maintenance of patient enquiries/suggestions and complaints. As well as reviewing and updating the practice publicity and health education material and website.

**About the practice:**

Sarephed Medical Centre is committed to training and development it is an accredited training centre through the Aston Medical School. The practice has a full complement of staff and has an average list size of 4500 patients with 5 GP’s.

To apply please send a covering letter and your CV to [julie@insightsol.co.uk](mailto:julie@insightsol.co.uk). Please note the closing date for this vacancy is 12th June 2022.

**For a full job description and personal specification or further information please contact Julie Snape on 01527 557407 or email julie@insightsol.co.uk**