



Finance Manager Advert and Job Specification

Hildenborough and Tonbridge Medical Group

www.hildenboroughmedicalgroup.co.uk

An exciting opportunity has arisen for a Finance Manager to join our well-established and friendly practice. This is a new role being created due to a restructuring within our practice associated with the retirement of our Managing Partner. The role is part time, working 22.5 hours, with the potential for flexibility according to days worked. The salary will depend on experience, ranging from £25000 to £30000 pro rata.

We are looking for an accountant or experienced bookkeeper who would enjoy the stimulating prospect of setting up this role and working within a successful GP practice in West Kent. They will be supported by an excellent staff team including a Practice Manager (currently advertised), Assistant Practice Manager, Reception Manager and Administrative team. We also have a lead GP Partner for finance who you will work closely with. The existing Managing Partner, who fulfils the role currently, will ensure a full handover while both roles are working simultaneously.

HTMG is a thriving teaching and dispensing practice in West Kent with c.17000 patients working across 2 main sites, with 2 small village surgeries (currently closed). The clinical team comprises 15 GPs (13 of whom are partners), a well-established nursing and HCA team, 2 clinical pharmacists and a large team from our Primary Care Network (PCN) including first contact physio and social prescribers. We also have GP Registrars, and Medical Students from Kent and Medway Medical School.

Working alongside the Practice Manager and Assistant Practice Manager, the Finance Manager will relish the chance of creating this role, enjoy working as part of a close team, look to promote best practice, and always be looking for ways that we can continually improve.

Job Description

Qualifications

- Qualified at AAT level or experience working as a bookkeeper
- Ideally qualified, or part qualified, with ACA/ACCA/CIMA/CIPFA
- Experience working within a team
- Proficient with Microsoft Office, especially the fluent use of Excel, Word and Outlook
- Accounts package skills
- Demonstrable experience of preparing accounts
- Experience of processing VAT returns and preparation of statutory accounts

Responsibilities

- Oversee payroll and pensions, ensuring staff get paid, and partnership drawings
- Production of monthly accounts
- Cash management
- Maintenance of records for VAT purposes as well as processing the VAT returns
- Completion of monthly submissions and year end returns e.g. PAYE, NHS Pensions etc
- Liaising with the Practice Manager and Assistant Practice Manager to ensure all claims have been accounted for
- Meeting with the GP Finance Lead on a regular basis to update them on the practice finances
- Maintenance of financial records
- Preparation of cheque/BACS payments for authorisation
- Maintenance of doctor and staff employment records with regards to finance
- Generating monthly invoices for contractors
- Dispensary claims, and liaising with dispensary staff regarding purchasing
- Regular banking of cash and cheques
- Liaising with our Practice Accountants, Bank Manager and other Financial authorities as required
- Reporting and resolution of ad hoc queries
- This list is not exhaustive and may be subject to change as deemed necessary