

JOB TITLE:	Payroll & Finance officer
LOCATION:	Sackville House, Cambourne
HOURS:	16 hours per week, worked flexibly as per the needs of practice and the post holder
SALARY:	up to £30,000 pro rata based on 2-5 years' experience
REPORTING TO:	Practice Manager
KEY RELATIONSHIPS:	MMP Partners, Business administrator, all staff, accountants, Bankers, Commissioners, pension administrators, Iris Payroll

Job Summary

The post-holder will ensure that the practice operates in a profitable and cost-effective manner, in keeping with the financial aspirations of the partners.

They will maintain sources of income – analysing and reporting on threats and opportunities.

They will keep abreast of financial implications of contract changes and legislation.

Job Responsibilities:

Financial Management

- Maintaining thorough familiarity with the relevant general practice payment regulations and requirements, and ensure that the implications of all amendments are understood and implemented.
- Ensuring that all income is claimed/invoiced, received and banked.
- Support the practice budget, manage and plan through provision of timely reports as agreed with the PM and the Partners.
- Support to maximise NHS and private income through the PMS contract, Quality & Outcomes Framework (QOF), Enhanced Services, other national and local incentives, and advise on income generation initiatives.
- Work with the Practice Manager to collate and submit in an agreed timescale with the accountants year-end figures promptly and liaise with the accountant.
- Administer NHS Pension returns and payments within agreed timescales.
- Administer payroll including checking hours worked, calculating pay, tax and pension contributions, starter/leaver forms and source documents are collated and submitted to our Payroll company in an accurate & timely manner.
- Administer Inland Revenue returns and payments at required intervals.
- Administer NHS Pension returns and payments within agreed timescales.

Oversee the completion of the following by the business administrator:

- Monitor and reconcile income and expenditure and purchase ledger transactions
 - Invoicing income streams
 - Manage appropriate systems for handling and recording of cheques
-

Contract Management

- To read and be aware of all the primary care contractual obligations, including;
 - Enhanced Services
 - Locally Commissioned Services
 - QOF (Quality Outcomes Framework)
 - GP Contract
 - Medicines Management and additional Services

Organisational

- Convene meetings, prepare agendas, write minutes and ensure distribution of minutes as necessary
- Develop Practice protocols and procedures, review and update as required
- Ensure that Practice premises are properly maintained and cleaned and that adequate fire prevention and security systems are in place
- Ensure the procurement of Practice equipment, supplies and services within target budgets

Information Management and Technology

- Use of Iris Pay portal
- Use of Xero Accounts system
- Use of DEXT invoicing process
- MS Packages
- Internet & email
- SystemOne Clinical system

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified
- Review Health & Safety policies and procedures and keep abreast of current legislation
- Ensure that the Practice has adequate disaster recovery procedures in place
- Arrange appropriate maintenance for Practice equipment

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
 - Assess own performance and take accountability for own actions, either directly or under supervision
-

- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

This job description is not exhaustive and is indicative of the role of Payroll & Finance Officer.

KEY SKILLS AND EXPERIENCE

Several years experience working in a financial & payroll environment.

You will have experience of working with other agencies and partners towards achieving an agreed aim.

You will have the skills and ability to support the practice in being effective and efficient through maximising the use of IT to monitor financial efficiency.

You will have proven organisational skills, work well under pressure using your own initiative to solve problems.

Communications skills are key to this position for work that will be undertaken both internally and externally.

NB: This job description is not meant to be exhaustive and the post holder will be required to undertake any other duties commensurate with the grading of the post. Any changes to the job description will take place in consultation with the post holder.

PERSON SPECIFICATION

	Essential	Desirable
Academic / Professional Qualification	<ul style="list-style-type: none"> • AAT Level Qualifications 2/3 OR • Significant experience and evidence of professional development 	<ul style="list-style-type: none"> • AAT Level 4 • GDPR trained
Experience	<ul style="list-style-type: none"> • Experienced in a book-keeping role • Experience with and competent in using the Xero accounting package • Experience of processing pay & pensions • Substantial experience in using a computerised accounts system • Experience of preparing and monitoring of budgets and preparation of year end accounts 	<ul style="list-style-type: none"> • Advanced Excel skills
Knowledge & Skills	<ul style="list-style-type: none"> • Strong communication, interpersonal, and active listening skills • Outstanding organisational skills • Understanding and demonstration of professional standards and accountability 	

	<ul style="list-style-type: none">• Excellent IT skills, including spreadsheet, database, word processing and email skills• Excellent written and oral communication skills to communicate effectively with suppliers and colleagues• Excellent time management skills• Comfortable working as part of a team• Ability to work well under pressure and adapt to changing priorities• Energetic, creative and driven, with a proactive and positive approach• Methodical in approach• Attention to detail & Accuracy• Ability to work in a team• Ability to enable understanding by coaching non-financial staff	
Other	<ul style="list-style-type: none">• Meet requirements of DBS Check• Ability to be flexible with working days with appropriate notice	