

The Parks Medical Practice



Vacancy

Part time Insurance and Finance Assistant

This role is based at our Blisworth Surgery but supports the whole of The Parks Medical Practice as part of our small, friendly, finance team.

You will process requests for medical records and reports for patients and third parties. You will need to communicate professionally by email, formal letter, and telephone.

You will use our Quickbooks accounting system to raise invoices and reconcile payments.

As you develop into the role you will learn the basics of purchase ledger and other areas such as petty cash and bank reconciliation, to support our experienced finance clerk.

Full training will be provided but you must have a good level of literacy and numeracy (minimum level 4 or C at GCSE) or be able to demonstrate this through your work experience.

You will need to be confident using IT, including word, excel and outlook. Training will be provided on our bespoke software.

Good organisational skills, an ability to concentrate, manage your own workload and maintain a high level of confidentiality are essential.

Starting Salary is £9.70 per hour plus NHS pension, 5 weeks annual leave and bank holidays. Hours available are from 20 to 24 per week over Monday, Tuesday, Wednesday, and Friday.

Applications with a CV and covering letter to
Helen Halson (Practice Manager) h.halson@nhs.net

Closing date 31st May 2022 interviews by arrangement.

We reserve the right to close the vacancy early if a suitable candidate is appointed.