**PRACTICE MANAGER**

[**WADDESDON SURGERY**](https://www.waddesdonsurgery.nhs.uk/index.aspx)

Goss Avenue, Waddesdon, Aylesbury, Bucks, HP18 0LY

**The post is part or full time – between 30 - 37.5hrs per week**

**Salary in the range of £37,500- £40,000 per annum**

An exciting opportunity has arisen for the right candidate to play a pivotal role in leading the practice going forward.

We are looking for a highly accomplished, motivated, productive and proactive individual with a demonstrable career in finance, HR and business management.

The successful candidate will be responsible for business planning, patient services, compliance, IT development, finance, and delivery of key targets across the full range of clinical and administrative areas within the practice. Experience in a dispensary and VAT returns is desirable but not essential.

Working alongside the Partners and supported by an excellent administrative and clinical team you will be responsible for the day-to-day smooth running of the practice. You will also have the vision, willingness and drive to adapt and lead the practice into the new world of Primary Care Networks and integrated Care systems.

The successful applicant will be expected to meet the English language fluency requirements as outlined in the Immigration Act 2016.

For further information, please go to:- [www.firstpracticemanagement.co.uk/jobs](https://web.nhs.net/owa/redir.aspx?C=7cb88f8b4af8436a8d18868e19c13087&URL=http%3a%2f%2fwww.firstpracticemanagement.co.uk%2fjobs)

**Closing date 9am Tuesday 3rd August 2021**

**First Practice Management – Recruitment Advisors**