**Practice Manager vacancy – Binfield Surgery**

The post is full time

We are looking for a highly accomplished, motivated, productive, and proactive individual with a demonstrable career in business and people management, leadership, patient services, IT, finance, premises, and strategic management. The successful candidate will be responsible for organisational leadership, service improvement and delivery of key targets across the full range of clinical and administrative areas within the practice. A high degree of personal organisational skill is required as well as a systematic approach to problem solving and planning. This is an exciting opportunity for the right candidate, to play a pivotal role in leading the practice within a well-rounded, supportive, and stable team.

**About Us**

We are a long established, cohesive, practice in the semi-rural area of East Berkshire, with a list size of 11,800 patients. We are the only dispensing practice in East Berkshire.

We are a high achieving practice in QOF, with good CQC reports, and an innovative and open approach to new ideas and thinking. We are currently in the process of securing new premises and will be looking towards moving into a brand-new purpose-built building within the next two years.

Our team currently comprises of 3 partners, 2 salaried GPs and a skilled nursing team, all of which are supported by experienced reception and administration teams. We have additional roles provided by our local PCN, including a pharmacist, social prescribers, and care co-ordinators.

Our clinical system is EMIS web.

We encourage continued professional development, and we are keen to support any training needs that are required for the successful candidate.

The Practice manager is supported by a reputable accounting firm and has access to medico legal advice. The Practice manager is encouraged to be involved in the local Practice Managers' Group who provide peer support and have a wealth of collective knowledge and experience.

The Practice Manager would have the opportunity to join the NHS Pension scheme.

If you would like further information, please contact Liz Kerr on 01344 286264, option 5.