

ACCOUNTS SUPERVISOR / OFFICE MANAGER

Due to retirement a rare opportunity has arisen to join a small / medium sized busy Private Medical Clinic in Clifton Village, Bristol. The job internally is known as the Accounts Supervisor and Assistant to the Business Manager

Reporting directly for the Practice / Business Manager you will be working closely and supporting her to ensure an efficient process is followed, whilst maintaining high standards of compliance and control are achieved over the business.

You will be required to have an excellent knowledge and understanding of Sage Accounts, including report generation, nominal and departmental ledger workings and bank reconciliations, in addition to some knowledge of Sage payroll, although not essential. 70% of this position is accounts based, the other 30% is made up with other duties that you will be responsible for, as detailed below. Its great if you like to add variety to your employment.

Duties that you will be responsible for include:

Accounts: You will be responsible for the day-to-day input of Supplier Invoices and Raising Sales Invoices, Bank reconciliation of Card Payments, posting cash received and ensuring all transactions have the correct Departmental and Nominal codes.

Office Manager and first point of contact for the Reception Team, Working with the Lead Receptionist to ensure Reception Holiday and Sickness are covered.

Produce Monthly Profit and Loss Spread Sheets on Excel spread sheets

Compiling Staff Time Sheets

Managing Holiday Schedules

Parking Permits

DBS Checks for employees

Ordering of Stock and Supplies for the business

General Admin duties as required by the company to support the wider team.

Flexibility is required as we are open 7 days a week, you will be required at times to cover for holidays and sickness which will include covering the reception and switchboard, which could be on days other than your normal working days.

Mandatory training for CQC level practice will be provided at the beginning of your employment. There is a possibility that on occasion you may have to support our reception team with chaperoning a patient, full training will be provided.

In our Clinic, customer, patient care and service is expected of the highest level and therefore you must have good attention to detail and be a solid team player. In addition to being able to take direction and be proactive whilst carrying out a variation of duties as required, which can include basic hands-on duties to Accounts and Reception Supervisor duties.

Working 26 Hours a week Monday and Tuesday 8.15am-5.45pm, and Thursday 9.00am-4pm to include one hour unpaid for lunch.

Job Types: Part-time, Permanent

Salary: £25,000.00-£29,000.00 pro rata