

# Latymer Road Surgery

Enfield, London, N9 9PU

## PRACTICE MANAGER

**Full time 37.5 hrs per week over 5 days**

**Salary in the range of £35,000- £45,000 per annum depending upon experience**

This is an exciting opportunity to join a GP practice with <5000 patients which is developing and expanding its premises and patient services.

Latymer Road Surgery is a very well established, forward-thinking General Practice, widely respected for its collaborative working and diversification. We embrace change and new technologies whilst maintaining the traditional model of offering a named GP for each of our patients.

Talented individuals are encouraged to thrive and make a difference and the opportunity has arisen for the right candidate to play a pivotal role in leading the practice going forward.

We are looking for an accomplished, motivated, productive and proactive individual with a demonstrable career in healthcare, which should include; finance, business, HR and strategic management to become our new Practice Manager.

With a hands on approach, 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 and diplomatic approach to problem solving and planning.

Working alongside the GP Partner and supported by an administrative and clinical team, you will be responsible for the day-to-day smooth running of the practice.

Excellent communication, team-working skills, proven senior leadership experience, a high level IT literacy and analytical skill are essential requirements for this post.

**Please note that previous NHS managerial experience is essential**

For further information, please go to:- [www.firstpracticemanagement.co.uk/jobs](http://www.firstpracticemanagement.co.uk/jobs)

**Closing date – 8<sup>th</sup> January 2025**

First Practice Management – Recruitment Advisors