

**The Three Shires Medical Practice**  
**Colerne, Marshfield, Pucklechurch and Wick Surgeries**

**Job Description**

**Job Title:** Administration Assistant

20 hours per week

**Accountable to:** Practice Manager & Finance Manager

**Background**

The Three Shires Medical Practice is a four site dispensing GP practice, in South Gloucestershire. We have a list size of around 9,685 patients and around 47 members of staff. We are 1 of four practices collaboratively working as Primary Care Network 4. We hold a PMS contract with NHS England, and are a member of Bristol, North Somerset & South Gloucestershire CCG.

The Three Shires is a very friendly practice, with great staff and patient loyalty.

Website: [www.threeshiresmedical.co.uk](http://www.threeshiresmedical.co.uk)

**Main duties**

- Administrative Support to the Practice Manager and Finance Manager
- Record keeping on practice accounting system -QuickBooks
- Maintaining sales ledger and chasing any outstanding items
- Collating and despatching of prescription forms each month
- Submitting of monthly/quarterly/annual service claims
- Set up and maintenance of session/rota in Practice systems

**Person Specification**

**Essential Attributes**

Educated to GCSE level or equivalent including Maths and English

Previous Administration Role

Have keyboard skills, communication skills, good working IT skills using Microsoft Office packages

Adaptable, Self-Motivated, Organised, Able to work to deadlines with attention to detail

Good Team Player

**Desirable Attributes**

Experience of Accounts Package

Experience in General Practice or in the NHS advantageous