

# Vacancy Bulletin

April 2021

Sheffield  
LMC



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## **SALARIED GP WITH POTENTIAL VIEW TO PARTNERSHIP WOODSTOCK BOWER SURGERY**

5-7 sessions, competitive salary and financial incentive for Partnership

A unique opportunity has arisen for a salaried GP with view to partnership within our successful practice due to retirement. Woodstock Bower is a purpose built practice. We are a friendly, high achieving supportive team. We are within commutable distance from Sheffield, Doncaster and Barnsley. We are currently a 4 Partner practice working with a strong professional team.

- PMS practice;
- Currently 4 Partners, 2 Salaried GPs, 3 ANPs, 4 Nurses and 2 HCAs;
- Excellent management and administrative support leading to low administrative duties;
- SystemOne clinical system;
- Recent and historically always achieve good CQC rating;
- Highly skilled Care Navigating team;
- Good reputation within our active patient participation group;
- We have an excellent Pharmacist team consisting of 1 in-house Pharmacist, 2 PCN Pharmacists and pharmacy technicians (this means filtered workload for the GPs).
- List size approximately 11,000 patients;
- In-house Physiotherapists, Dieticians, Social Prescribing and IAPT workers;
- Population of a good socio-economic mix and ethnic diversity;
- High QOF achieving practice;
- Only practice in Rotherham to achieve Prescribing targets;
- Currently working towards Total Triage;
- Covid 19 secure;

We are offering:

- 6 sessions (negotiable 5-7 sessions);
- Paid CPD time;
- No extended hours or OOH's work if you don't want but availability on request;
- Provision of a Work laptop;
- Low to rare Home visits.
- 6 weeks Annual Leave and 1 weeks Study Leave;
- Competitive rates of pay;
- The opportunity for remote working during Covid 19 pandemic;
- Indemnity cover;

Applications to the Practice Manager and CV with supporting letter to: [claire.astbury1@nhs.net](mailto:claire.astbury1@nhs.net)

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**SALARIED GP  
FORGE HEALTH GROUP**

Pitsmoor Surgery, 151 Burngreave Road  
The Flowers Health Centre, 87 Wincobank Avenue

A fantastic opportunity has arisen for a salaried GP to join our friendly, enthusiastic and committed team working across 2 sites in our newly merged organisation. We serve an inner city, ethnically diverse population of around 14000 patients split across 2 sites. The team are committed to delivering high quality patient care in a challenging environment as well as supporting and nurturing the skills and development of our staff.

Our dedicated Clinical Team currently consists of:

- 9 GP Partners, 4 salaried GPs;
- 5 ANP / Practice Nurses, 5 Health Care Assistants;
- Physician Associate;
- Pharmacist;
- First Contact Physio;
- Primary Mental Health Care Team.

This new partnership was formed following the merger of 2 excellent training practices where 6 of our current GPs spent part of their training with us. We support the training of GP Registrars, Student Nurses and Physician Associates.

We are an innovative and forward thinking practice who are working in a Federation of 6 training practices and play an active part of the steering group for our Neighbourhood, working towards the delivery of primary care at scale.

Key information:

- Full complement of supportive admin team;
- PMS practice using EMIS Web clinical system;
- High QOF achievement;
- 6 weeks holiday plus 8 sessions study / appraisal;
- Regular CPD session;
- All professional fees paid;
- Supportive of developing special interests.

We seek the best candidates available so are looking for excellent GPs to fill the vacancy in whatever combination of posts that will allow us to optimally fill the sessions. We are able to offer a flexible start date.

Salary in the range of £8750 - £9000 per session dependent upon experience and special interests.

For further details please contact Karen Zaman - 0114 274 3999 / email [karen.zaman1@nhs.net](mailto:karen.zaman1@nhs.net).

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**SALARIED GP/GPs  
WALKLEY HOUSE MEDICAL CENTRE**

Looking for either one or two salaried GPs to fill 9 sessions per week in total. We are a friendly, busy, thriving practice of 5 Partners and 3 Salaried GPs but, due to a growing list size and the retirement of a Partner, we are looking to fill 5 sessions per week to start 1 July 2021.

- SystemOne practice;
- Branch surgery at Stannington;
- List size 12,300;
- High QOF points;
- CQC – rated as GOOD;
- Excellent nurse, reception and admin teams;
- Strong links to CCG and networks.

Please contact Johanne Shirt on 0114 2852660 / [Johanne.shirt@nhs.net](mailto:Johanne.shirt@nhs.net) for further information or to arrange an informal visit.

To apply: please send CV and covering letter to Johanne Shirt, Walkley House Medical Centre, 23 Greenhow Street, Sheffield S6 3TN or via email to [johanne.shirt@nhs.net](mailto:johanne.shirt@nhs.net).

**Closing date: 31 May 2021.**

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**SALARIED GP  
MEADOWGREEN HEALTH CENTRE**

1 Dyche Close, Sheffield S8 8DJ

Required to work 6 sessions per week

This is a unique opportunity for a Salaried GP role within a successful practice. Due to the Practice expanding, an opportunity has arisen for a Salaried GP to join our friendly and supportive team in our busy 2 site practice.

You would have the chance to drive the service forward and would be able to focus on specialist interests including the possibility of becoming a trainer. This post would be suitable for a GP of any experience to thrive in. If you are seeking a forward thinking practice with a rewarding patient demographic then this position is for you.

We recently merged with a neighbouring practice which has given us a list size of 18,500 patients, 8 Partners, working with a strong multi professional team. You would be joining us at an exciting time and be part of the future Meadowgreen Health Centre.

We are seeking a friendly, enthusiastic and committed doctor to complement our existing team who can work 6 sessions per week to commence as soon as possible.

Key Benefits:

- £8,800 per session per year plus Medical Indemnity;
- NHS Pension.
- 6 weeks annual leave and 1 week study leave;

Key Information:

- Part of Peak Edge Network;
- High QOF Achievers;
- PMS Practice;
- SystemOne Clinical System.

For further information or to arrange an informal visit please contact Joanne Johnson [joannejohnson1@nhs.net](mailto:joannejohnson1@nhs.net) or Elaine Rissbrook [erissbrook@nhs.net](mailto:erissbrook@nhs.net) or telephone 0114 2378899.

**Closing date: Sunday 25 April 2021.**

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**SALARIED GP**  
**THE MATHEWS PRACTICE**  
[www.TheMathewsPractice.co.uk](http://www.TheMathewsPractice.co.uk)

4 – 8 sessions

We are an exciting practice with 2 sites serving diverse areas of Sheffield which gives lead to a challenging but extremely rewarding patient population. We are working hard, with a clear commitment to provide a high standard of care to our patients. We need enthusiastic, forward thinking, team players who strive to provide excellent patient care to help us achieve this aim.

We are recruiting to expand our progressive, forward thinking practice model.

- List size – 8300;
- 6 weeks annual leave/1 week Study pro-rata;
- Supportive and enthusiastic Management team;
- Private car park with ample parking;
- Commitment to training and development of our clinicians;
- SystemOne clinical system;
- Excellent Administrative and back office support;
- Nursing and clinical support;
- Committed and enthusiastic approach;
- Possible view to partnership.

For more information about our practice please speak with the practice manager Andy Moore – 0114 2584952. Informal visits are welcome. Please apply in writing with your CV and cover letter to Andy Moore, The Mathews Practice, Belgrave medical Centre, 22 Asline Road, S2 4UJ. [Andrew.moore20@nhs.net](mailto:Andrew.moore20@nhs.net).

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**SALARIED GP**  
**DEEPCAR MEDICAL CENTRE**

7/8 sessions

We are a friendly practice, looking for an enthusiastic doctor to join our supportive team.

- Purpose built premises;
- 1 salaried GP;
- SystemOne Clinical system;
- High QOF achievement;
- Occasional on call;
- 3 Partners;
- Nursing support, inc HCA, Phlebotomist;
- List size 5200;
- 6 weeks annual leave/1 week study pro rata;
- Salary negotiable.

We are looking for someone who is able to provide the full range of General Medical Services.

To apply please send your CV and a cover letter to Sue Lambert Practice Manager - email: [suelambert@nhs.net](mailto:suelambert@nhs.net). Deepcar Medical Centre, 271 Manchester Road, Deepcar, Sheffield S36 2RA. Tel: 0114 2831131.

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**SALARIED GP  
UPWELL STREET SURGERY**

For 12 Months from May 2021  
5 Sessions per week

We are looking to recruit an enthusiastic and motivated Salaried GP to join us in our friendly and supportive patient-centred team to help deliver care to our community. We serve a diverse area of Sheffield with a challenging yet rewarding patient population.

We offer:

- List size approx 4,700;
- 6 weeks annual leave;
- Admin and Management support;
- Private car park;
- PMS Practice;
- Clinical and Nursing support;
- SystmOne clinical system;
- Committed and enthusiastic approach.

Flexibility and transport are essential requirements for the post holder. Salary will be dependent upon experience. We are a very friendly, busy practice with a list size approaching 5000 with high QOF achievement. You will be supported by 3 Partners, 2 Salaried GPs, 2 Practice Nurses, Health Care Assistant and a strong Admin and Reception team.

Please apply with your CV and a covering letter to Sue Swift, Practice Manager, email: [sue.swift@nhs.net](mailto:sue.swift@nhs.net) or by post to: Upwell Street Surgery 93 Upwell Street, Sheffield, S4 8AN marked 'Private' for the attention of Sue Swift.

**Closing Date: 19 April 2021.**

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**SALARIED GP  
WOODSEATS MEDICAL CENTRE**

We are looking for a salaried GP to cover maternity leave for a GP at the practice for 2-4 sessions per week for a minimum of 6 months starting as soon as possible. We are a forward thinking and friendly Practice with a growing list size of over 10,500 patients, situated on a single site in new modern premises.

About the practice:

- 7 Partners, 3 Salaried GPs, 1 Physician Associate with an experienced nursing and admin team;
- PCN team of Clinical Pharmacists;
- Good CQC rating;
- Active Primary Care Network members of the Peak Edge PCN.
- Training Practice for GP registrars, Medical, Physician Associates, Nursing and HCA students;
- High achievers in relation to QoF;
- SystmOne user;

We welcome informal visits and enquiries, please contact Julie Govan (Business Manager), Woodseats Medical Centre, The Roddick Building, 900 Chesterfield Road, Sheffield, S8 0SH email [julie.govan@nhs.net](mailto:julie.govan@nhs.net).

**Closing date for applications Monday 26 April 2021.**

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**SALARIED GP  
DRONFIELD MEDICAL PRACTICE**

We are seeking a new GP to join our team from July 2021. The commitment would be full time (7-8) sessions per week.

Dronfield Medical Practice is a forward thinking and well respected teaching and training practice serving a population of 10250 patients in North East Derbyshire. We are located in purpose built premises close to Sheffield, Chesterfield, the M1 and the Peak District. We use EMIS clinical software and are part of the Dronfield and Chesterfield Primary Care Group.

We are committed to providing an open, friendly and supportive environment where all staff are comfortable sharing ideas and can be expected to be provided with all the tools and support they need to enjoy working and succeeding. The practice has the benefit of a full complement of staff including 3 GP Partners, 5 salaried GPs, an Advanced Nurse Practitioner, Practice Nurse and Nurse Associate, HCAs and Pharmacists and the clinical team is well supported by a friendly and engaged administrative team. GPs wishing to get a feel for the practice are invited to arrange a visit to the practice.

We offer a competitive salary and a generous staff benefits package.

If you require more specific detail about the role please contact us on 01246 290143 to speak to Laura Gummer, Practice Manager or email her directly at [l.gummer@nhs.net](mailto:l.gummer@nhs.net). If you wish to speak to one of the existing GPs or one of the GP partners this can also be arranged.

If you think this may be the role for you please apply with a covering letter and CV to The Partners, Dronfield Medical Practice, High Street, Dronfield, S18 1PY or alternatively via email to Laura Gummer, the Practice Manager on [l.gummer@nhs.net](mailto:l.gummer@nhs.net).

**The closing date for applications is Sunday 25 April 2021.**

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**SALARIED GP**  
**PETERSGATE MEDICAL CENTRE**  
<https://www.petersgatemedicalcentre.nhs.uk/>

Ideally 6-7 sessions but all applicants would be considered on individual merits and job share would be considered. Active interest in training and education welcomed and encouraged.

Petersgate Medical Centre is a friendly, forward thinking, well established training practice in North Doncaster. We are looking to expand our team due to upcoming retirement. We are passionate about training and feel we provide a nurturing environment for team members to become integrated into this as well. We have excellent links with the local VTS scheme as well as supporting training for Foundation doctors, advance nurse practitioners, pharmacists and GP Nurse Ready and Nursing students. Conveniently located 5 mins from junction 37 A1. Easily commutable from Sheffield, Rotherham, Barnsley and Wakefield (typical journey times S11- 40mins, S60 – 25mins, WF2 – 20mins).

- Enthusiastic, friendly and supportive team;
- List size approximately 9,000 patients;
- In-house Pharmacist supported by PCN Pharmacist and pharmacy technician;
- Training Practice – 2 Trainers (one of which is local scheme TPD) and 1 Associate Trainer/F2 trainer – currently 5 trainees;
- Variety of Enhanced Services including IUS/IUD, Implants, Pessaries and Minor Surgery in house;
- CQC Good;
- Low Home Visit Frequency and Care Home Population;
- EMISWeb clinical system with Accurx e-consultation triage.
- GMS practice;
- Purpose built partner owned premise with plans to expand;
- Currently 5 Partners , 1 Advanced Clinical Pharmacist, 1 Trainee ANP, 2 Practice Nurses and 3 HCAs;
- PCN providing support both in-house and remotely with Physiotherapists, Podiatry, Social Prescribing, Care Co-ordination, Dietician and IAPT workers;
- Mixed socio-economic practice population with very little need for interpreting services;
- Very High QOF achievement;
- Excellent Admin and Clinical support team;

Benefits

- 6 weeks annual leave and 1 week study leave – pro-rata;
- NHS Pension;
- Possible view to partnership if desired;
- COVID secure – to date no workplace acquired infections amongst staff;
- Westfield Health Scheme;
- Ample Car Parking;
- Indemnity Cover;
- Competitive salary.

We would welcome informal telephone enquiries and to visit us. Tel: 01302 390490. Person specification and application form are available on request. Please submit application form and CV to Mrs Lesley Wilton, Practice Manager: [Lesley.wilton@nhs.net](mailto:Lesley.wilton@nhs.net). Practice Address: Petersgate Medical Centre, 99 Amersall Road, Doncaster DN5 9PQ.

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**SALARIED GPs**  
**ROYAL PRIMARY CARE**

Royal Primary Care are looking for motivated, flexible and enthusiastic GPs to join our team, as well as a GP Trainer to work with our existing training team to develop and implement an organisation wide training programme for medical students, F2s and GPSTRs. Based in Chesterfield on the edge of the beautiful Peak District with Sheffield only 11 miles away this family friendly location has access to good schools and amenities and a wide variety of residential options from the rural to the urban.

What makes Royal Primary Care different:

- When setting up your personal rota there is some flexibility in start and finish times - if you have childcare or carer commitments.
- Morning and afternoon clinical meetings most days - to discuss difficult cases and check in on each other, making you feel part of a team rather than an isolated GP.
- Large number of doctors, many with a special interest. If you have a useful area of interest within General Practice, we would be keen to develop it.
- Research accredited Practice involved in clinical trials with an expanding Research arm.

- A large amount of paperwork and prescription reviews are filtered out and dealt with by business support teams - reducing your paperwork so you can spend more time being a GP.
- Your workload is designed to be manageable within the day so that you should not be staying late.
- Being a substantive GP removes much of the partnership burden.

The salary for this post is from £90k p/a up to £130k p/a pro rata depending on skills and experience.

Royal Primary Care is a provider of primary care services to 44,000 patients in the Chesterfield and Clay Cross areas. We are a non-partnership model delivering high quality, forward thinking integrated family medical care. We use SystemOne™. We are rated CQC Good across our whole organisation. We operate in 3 geographical sectors each of ~15,000 patients, you will primarily be based in one sector, although occasional cross sector working may be needed. Each sector has its own team of GPs, ANPs and Specialist Mental Health Practitioners supported by a Practice Nursing team alongside Pharmacists. Our multidisciplinary team aligns with our “Right Care, Right Clinician, Right Time” approach.

We have recently been recertified as a training practice and we are actively recruiting for another GP Trainer to join our team. If you are interested in becoming a trainer Royal Primary Care would support you in this. We are an accredited research Practice with an active large research portfolio with strong links to the Research Department at Chesterfield Royal Hospital and an active research portfolio we are looking to expand. If you have an interest in research in primary care then we will support your development in this area.

The right candidate will work with our team to provide high quality care to our patients and actively participate in implementing our 5-year strategy.

If you have the drive, determination and skills to deliver high quality primary care services in an at-scale setting then please contact Dr Peter Scriven, Divisional Director at [p.scriven1@nhs.net](mailto:p.scriven1@nhs.net). If you have a particular interest in research, please contact Dr Adrian Beltran Martinez, Research Lead at [adrian.beltran-martinez@nhs.net](mailto:adrian.beltran-martinez@nhs.net). If you are a trainer or have an interest in training please contact Dr Dan Alston, Education & Training Lead at [daniel.alston@nhs.net](mailto:daniel.alston@nhs.net).

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**FIXED TERM GP**  
**NORWOOD MEDICAL CENTRE**  
 360 Herries Road, Sheffield S5 7HD

**Maternity Leave Cover Required**

We are looking for a motivated, enthusiastic and committed GP to cover a Partner’s maternity leave and join our friendly and forward thinking practice in July 2021 for approximately 9 months - 5/6 sessions per week.

We are a 6 partner GMS teaching practice in the North of Sheffield. We have a spacious, modern building. Both formal and informal communication is an important part of the way our practice runs.

For further information or an informal visit please contact Samantha Grundy, Practice Manager via email [Sam.grundy@nhs.net](mailto:Sam.grundy@nhs.net),

**Closing date for receipt of applications is: 30 April 2021.**

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**ADVANCED CLINICAL PRACTITIONER**  
**PETERSGATE MEDICAL CENTRE**

<https://www.petersgatemedicalcentre.nhs.uk/>

Ideally WTE but all applicants would be considered on individual merits and job share would be considered.

Petersgate Medical Centre is a friendly, forward thinking, well established training practice in North Doncaster. A unique opportunity has arisen for us to diversify and develop our clinical team with the recruitment of an Advanced Clinical Practitioner (Nurse, Paramedic or Pharmacist). We are passionate about training and feel we provide a nurturing environment for team members to become integrated into this as well. We have excellent links with the local VTS scheme as well as supporting training for Foundation doctors, advance nurse practitioners, pharmacists and GP Nurse Ready and Nursing students.

Candidates with prescribing qualifications and primary care experience are desirable, but not essential. Clinical support would be readily available.

Conveniently located 5 mins from junction 37 A1. Easily commutable from Sheffield, Rotherham, Barnsley and Wakefield (typical journey times S11- 40mins, S60 – 25mins, WF2 – 20mins).

- Enthusiastic, friendly and supportive team;
- GMS practice;

- List size approximately 9,000 patients;
- In-house Pharmacist supported by PCN Pharmacist and pharmacy technician;
- Training Practice – 2 Trainers (one of which is local scheme TPD) and 1 Associate Trainer/F2 trainer – currently 5 trainees;
- Variety of Enhanced Services including IUS/IUD, Implants, Pessaries and Minor Surgery in house;
- CQC Good;
- Low Home Visit Frequency and Care Home Population;
- EMISWeb clinical system with Accurx e-consultation triage;
- Purpose built partner owned premise with plans to expand;
- Currently 5 Partners , 1 Advanced Clinical Pharmacist, 1 Trainee ANP, 2 Practice Nurses and 3 HCAs;
- PCN providing support both in-house and remotely with Physiotherapists, Podiatry, Social Prescribing, Care Co-ordination, Dietician and IAPT workers;
- Mixed socio-economic practice population with very little need for interpreting services;
- Very High QOF achievement;
- Excellent Admin and Clinical support team;

#### Benefits

- Westfield Health Scheme;
- Ample Car Parking;
- COVID secure – to date no workplace acquired infections amongst staff;
- NHS Pension;
- Indemnity Cover;
- Competitive salary.

We would welcome informal telephone enquiries and to visit us. Tel: 01302 390490.

Person specification and application form are available on request. Please submit application form and CV to Mrs Lesley Wilton, Practice Manager: [Lesley.wilton@nhs.net](mailto:Lesley.wilton@nhs.net). Practice Address: Petersgate Medical Centre, 99 Amersall Road, Doncaster DN5 9PQ.

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### **ADVANCED NURSE PRACTITIONER THE MATHEWS PRACTICE** [www.TheMathewsPractice.co.uk](http://www.TheMathewsPractice.co.uk)

An exciting new opportunity has arisen for an Advanced Nurse Practitioner to join our friendly and hardworking team.

We are an exciting practice with 2 sites serving diverse areas of Sheffield which gives lead to a challenging but extremely rewarding patient population. We are working hard, with a clear commitment to provide a high standard of care to our patients.

We need enthusiastic, forward thinking, team players who strive to provide excellent patient care to help us achieve this aim. We are recruiting to expand our progressive, forward thinking practice model.

- List size – 8300;
- 6 weeks annual leave/1 week Study pro rata;
- Supportive and enthusiastic Management team;
- Committed and enthusiastic approach;
- Commitment to training and development of our clinicians.
- SystemOne clinical system;
- Excellent Administrative and back office support;
- Private car park with ample parking;
- Negotiable hours and flexible working;

For more information about our practice please speak with the practice manager Andy Moore – 0114 2584952. Informal visits and chats are welcome.

Please apply in writing with your CV and cover letter to Andy Moore, The Mathews Practice, Belgrave Medical Centre, 22 Asline Road, S2 4UJ. Email [Andrew.moore20@nhs.net](mailto:Andrew.moore20@nhs.net).

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### **PRACTICE NURSE CHARNOCK HEALTH PRIMARY CARE CENTRE**

Part Time Practice Nurse required to join a team of 4 doctors, Advanced Nurse Practitioner, Nurse practitioner and 2 health care assistants in a purpose-built health centre.

You must have effective communications and interpersonal skills, be flexible and a committed team player. Salary dependent on experience.

If you require further information telephone Julie Coakley on 0114 2399202.

CVs to Charnock Health Primary Care Centre, White Lane, Sheffield, S12 3GH or email [julie.coakley@nhs.net](mailto:julie.coakley@nhs.net).

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**BUSINESS DEVELOPMENT & FINANCE MANAGER  
RIVERSIDE HEALTH CENTRE**

32 hours per week - negotiable  
£45-52,000 pro-rata (dependent on experience)

An exciting opportunity has arisen for an accomplished and highly motivated senior manager with excellent business management and financial skills to join the team at Riverside Health Partnership based in Retford, North Notts (4-site Training Practice 19,000 patients). We are within close proximity to the A1 and easy to reach.

You will have robust business and financial acumen, project management experience, combined with excellent organisational, interpersonal skills and sound competency in IT systems. Supported by a dedicated administrative and clinical team, you will also have the vision, enthusiasm and energy to move the practice forward within the new PCN landscape, adapt to NHS targets and changes within a profitable, efficient working environment.

It is our priority and ambition to find the right candidate with the necessary skills and experience. We are prepared to wait and make the right choice

The successful candidate will be / have:

- Business, financial or accounting qualifications will be helpful but **equivalence in experience** will be considered;
- NHS experience is an advantage but not essential;
- Skilled in financial management and planning;
- excellent business acumen with experience in developing business cases / bids.
- competent in supporting a management team with business decision making to improve business and financial performance;
- a highly-motivated individual with a hands-on can-do attitude;
- a genuine team-player with good emotional intelligence;

General practice operational and HR responsibilities are much reduced in this post to allow focus on business development and finance. Duties are wide ranging, and adaptability to change and flexibility are required. Excellent communication skills are essential, both written, presentational, and verbal.

The successful candidate will work closely and effectively with the management team / GP partners and teamwork is essential for this role.

This position is part-time (hour's negotiable with applicant) with the possibility of flexible working from Monday to Friday.

**Closing date: Friday 29 April 2021 09.00am.**

If you have any queries, wish to have an informal chat, or visit the practice, please contact Alison Johnson, Practice Manager on [alison.johnson16@nhs.net](mailto:alison.johnson16@nhs.net) / Dr Michael Ho, Managing GP Partner on [michael.ho3@nhs.net](mailto:michael.ho3@nhs.net) or by calling the practice on 01777 713330.

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**FINANCE ADMINISTRATOR  
TRAMWAYS AND MIDDLEWOOD MEDICAL CENTRES  
54A Holme Lane & 621 Middlewood Road, Hillsborough, Sheffield**

Between 25 - 30 hours per week (Monday to Friday) to be agreed with the successful candidate  
£25,000 - 27,517 PA (pro-rata)

Following a long standing team member's retirement in July, we are seeking a flexible and enthusiastic individual to work at our modern, purpose built Middlewood site with the Administrative team. General practice experience is not essential as we are prepared to train the successful candidate but the candidate must have financial business planning experience and preferably an Accounting qualification such as AAT.

This is a fast paced environment and applicants should be able to demonstrate flexibility to assist as working as part of a team. This is a rewarding role but also can be quite pressurised. You will be well supported by your colleagues and management in this friendly practice.

The successful applicant will

- Have experience of maintaining financial information systems;
- Have excellent communication skills (written, oral and presenting);



- Have strong IT skills in Microsoft packages and financial software;
- Be able to problem solve and to deal with difficult situations;
- Be able to deputise for the Practice Manager in making decisions and showing initiative and work closely with the Practice Administrator.
- Ability to prioritise and work to tight deadlines in a fast paced environment;
- Be able to financially plan and forecast;

What we can offer

- NHS Pension Scheme;
- Minimum of 27 days plus bank holiday entitlement;
- Job satisfaction from working in a medical service providing high quality care.
- Free car parking;
- Access to training opportunities;

If you are interested in applying we will accept a CV and covering letter outlining your experience to date that would make you an ideal addition to our team. If you apply for this vacancy and have not received a communication from the Practice within two weeks of your application please assume that on this occasion your application has been unsuccessful.

**Please note that this job advert will close as soon as sufficient applications have been received, or by Wednesday, 28<sup>th</sup> April 2021.**

For access to the job description and person specification or information about the job please contact Cath Williams, Practice Manager on 0114 234 5338 or email [tramways.middlewood@nhs.net](mailto:tramways.middlewood@nhs.net).

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**ADMINISTRATOR  
SOUTH YORKSHIRE LMC LIAISON GROUP**

Hours: 4 per week. Hourly rate: £11.57

Due to a recent retirement, South Yorkshire LMC Liaison Group is looking to recruit an Administrator.

Duties will include:

- Producing and circulating meeting papers;
- Taking comprehensive minutes;
- Receiving claims from members and arranging payment;
- Liaise with LMC Secretariats across South Yorkshire & Bassetlaw (SY&B);
- Arranging and attending meetings every other month in the evenings (via Zoom when virtual / previously at Hellaby Hall, Rotherham when in person);
- Coordinating correspondence and chasing up replies;
- Invoicing members;
- Preparing SY&B documents for individual LMC websites;
- Liaising with and coordinating meetings with the SY&B Integrated Care System (ICS).
- Maintaining a ledger of SYLMC funding;

More detailed information on the duties can be found [here](#).

To apply please forward your CV and covering letter to David Savage, Sheffield LMC Secretary via [secretary@sheffieldlmc.org.uk](mailto:secretary@sheffieldlmc.org.uk).

**Closing date: Monday 26 April 2021.**

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**Please forward any adverts for inclusion in the LMC vacancy bulletin to  
[adminassistant@sheffieldlmc.org.uk](mailto:adminassistant@sheffieldlmc.org.uk)**

**Submission deadlines can be found [here](#).**

**Contact details for Sheffield LMC Executive can be found [here](#).  
Contact details for Sheffield LMC Secretariat can be found [here](#).**