



47a Town Street, Duffield, DE56 4GG

We have a vacancy

Finance Assistant 24 hours per week

Appletree Medical Practice is a busy medical practice serving over 11,000 patients. We are looking to recruit a Finance Assistant to maintain all the administration in respect of the financial side of the partnership

The successful candidate will be highly motivated and well-organised with excellent communication skills.

We are looking for someone with excellent working knowledge of Xero accounts package and a recognised qualification in bookkeeping. You should have a good standard of general education with a grade C or above in GCSE (or equivalent) in English Language and Maths.

You need to be able to work under pressure using your own initiative but also as part of a wider team.

The vacancy is for 24 hours per week.

The salary: to be agreed depending on experience

Full training will be provided.

If you are interested in applying, please email kelly.meredith2@nhs.net to request a job description or to submit your CV with a covering letter/email or available on NHS jobs, Reference number: A1457-24-0000

Closing date: 03.05.24