

Tasks & Responsibilities

Financial

The Practice Manager will:

- coordinate payroll services including superannuation payments, Australian Taxation Office employer responsibilities and maintain records of leave entitlements
- Calculate and reconciliation of daily banking
- Process book keeping using Xero accounting software system
- Calculation and payment of doctors wages
- maintain **accurate** financial records and provide regular reports to the practice owner/s
- coordinate accounts receivable and payable and maintain debt prevention activities
- expand the practice to make it more profitable and meet the needs of the community.

Operational

The Practice Manager will work collaboratively with the practice staff to:

- develop and maintain a suite of practice policies and procedures
- develop and maintain a business continuity and disaster recovery plan
- develop and maintain an asset register
- ensure consumables and equipment are kept stocked and maintained to the manufacturer's standards and conditions
- be part of and contribute to a team environment • oversee that the practice and rooms are clean, tidy and accessible
- lead accreditation compliance and implementation including preparation • oversee day-to-day practice operations
- keep the team's knowledge of the practice IT systems up to date
- develop relationships with GPs, allied health professionals and other stakeholders.

Personnel

- The Practice Manager will:
- coordinate staff employment and rosters, including annual leave cover
- encourage employee motivation, professional development and satisfaction
- coordinate the interviewing and hiring of staff
- conduct regular staff training, meetings and appraisals.

Essential

The Practice Manager will have:

- At least 5 years previous experience in a practice management role
- experience in financial management, accounting systems, book-keeping and reporting processes

- experience in payroll systems and legislated employment conditions
- an understanding of medical terminology, medical and allied health professional organisations and relevant stakeholders
- the ability to demonstrate and encourage leadership and teamwork
- the ability to build customer and stakeholder relationships
- excellent communication and documentation skills
- COVID-19 vaccination
- training in CPR within the past three years
- a current criminal record screening
- work rights in Australia or be eligible for such.
- Diploma or Degree in Business Management

Desirable

The Practice Manager will have:

- previous experience with Best Practice, Hot Doc, Primary Sense and CAT4 Software Programmes
- working knowledge of Xero Accounting Software
- working knowledge of Windows-based software systems (e.g. Word and Excel)
- a detailed understanding of the Medicare Benefits Schedule
- an understanding or experience in general practice accreditation and standards.

Performance review

- The Practice Manager will participate in a probationary performance review after the first six months and then on an annual basis.