

FINANCE ASSISTANT (MEDICAL BILLING)

Our multi award-winning clinic is looking for a talented Finance Assistant to join our team. With experience working in a busy finance department, the suitable candidate will have advanced billing and financial administration skills to support day to day operations.

This is a unique opportunity to join our thriving, multi-specialist plastic and aesthetics hospital; the Cadogan Clinic, in the heart of Chelsea. Develop a successful career, working with our clinic; supporting our growing business; seeing average growth of 35% year on year and looking towards our strongest summer on record!

Co-founded by our world-renowned plastic surgeon Mr Bryan Mayou, (best known for introducing liposuction into the UK) and his wife Dr Susan Mayou who is our leading consultant dermatologist (as featured in the Tatler Beauty and Cosmetic Surgery Guide 2022), we continue to pioneer the latest techniques in cosmetic healthcare, treating over 20,000 patients each year. Join us in our vision: changing patients' lives and providing high quality care and excellent treatment outcomes.

If you would like to be considered for this opportunity, please send your updated CV and a stand-out cover letter to people@cadoganclinic.com.

PURPOSE AND VISION

As a family-owned clinic we are committed to our people and have a strong, supportive, knowledgeable team who reflect our values of patient care and professionalism and we look for passionate individuals who share our ethos, vision and purpose.

ROLE SUMMARY:

This is an especially rewarding role for an individual who enjoys a fast-paced setting. Being precise, solutions focussed and having a good understanding of medical billing and finance administration is key, as is the ability to work productively and efficiently using advanced finance software and excel skills.

The suitable candidate will demonstrate knowledge and understanding of standard accounting, and financial processes along with an awareness of the particular requirements of medical billing and insurance settings.

We are looking for a proactive team player who will support the department; taking ownership of their own responsibilities and will work productively with others to ensure our invoicing, billing and record-keeping delivers a high-quality patient experience aligned with our brand.

Hybrid working – At home and at The Cadogan Clinic, 59 Markham Street London SW1X 9BW (close to Sloane Square, South Kensington, Knightsbridge, and Victoria stations)

Salary: £28,000 -£30,000 per annum

Contract Type: Permanent, full time, 40 hours per week

Working Days: Monday to Friday

BENEFITS AND REWARDS

- Additional Holiday: 31 days holiday (including public holidays, rising to 33 days after 2 years of service)
- Holiday fun days – paid day off on your birthday and a paid day off for your “tie the knot”; wedding day (after a year of service).
- Wellbeing benefits: employee assistance programme, healthy in-clinic snacks and refreshments, Cycle to Work scheme
- Pension scheme (currently with NEST)

- Beauty benefits: team treatments and product discounts on successfully passing probation
- Social events; a social calendar and monthly team lunches from our favourite local foodie destinations in central London.
- Recognition and reward schemes; gifts and finance awards for length of service and commitment to our brand promises.
- Referral bonus scheme; rewarding our people for networking and growing our friendly team

LEARNING AND CAREER DEVELOPMENT

- Opportunities to work with a growing, ambitious, and highly regarded, plastic surgery and dermatology business, networking with world-class consultants in the field of plastics and dermatology; opportunity to develop your career within a knowledgeable and professional setting
- Lunchtime learning (opportunities to learn from our consultants, industry specialists and our founders)
- Protected time for development and training
- Development pathways for training; opportunity to progress within specialist areas of responsibility; formalised training opportunities as per clinic strategy

ROLE REQUIREMENTS/ SKILLS & EXPERIENCE

ESSENTIAL

- Advanced Excel and Office 365 skills
- Advanced Sage skills
- Advanced administrative skills
- Experience using a CRM; exporting reports; KPIs and financial reports
- Demonstrable experience working as a finance assistant in a busy finance department
- Demonstrable book-keeping and accounting skills
- Experience working in a generalist finance role with the ability to support finance processes from beginning to end; supporting data gathering for P&L; General Ledger and trial balance etc.
- Managing third party communications and external stakeholders
- Ability to work autonomously and as part of a team
- Experience working in an audited environment
- Demonstrable knowledge and understanding of GDPR and protocols around data processing
- Ability to simplify and train others, supporting operational, patient facing teams in billing and invoicing and basic finance processes
- Strong numerical skills – minimum GCSE Maths Level 7 or equivalent

PREFERABLE

- Experience in medical billing
- Experience working within a health insurance, billing environment
- Experience working in a private healthcare setting
- Experience working with patients, consultants and clinic teams; supporting billing and invoicing
- Advanced user of Pabau or health clinic CRM