

Pricing Analyst in Pricing Audit Team

Why community pharmacy, and Community Pharmacy England?

Community pharmacies (sometimes known as local or high-street pharmacies) are a hugely important sector in England and a part of the extended NHS family. Pharmacy businesses come in various shapes and sizes, from independent family-run businesses with a single pharmacy, through to bigger companies operating nationwide – Community Pharmacy England represents all of them. The sector now offers a wide range of clinical and public health services, alongside the dispensing of medicines, and will undoubtedly continue to change in line with the changing requirements of the NHS and expectations of the public.

Community Pharmacy England is the negotiating body for all NHS community pharmacy owners (contractors) in England. Our role includes negotiating funding and pharmacy services with HM Government and the NHS; championing pharmacies, and providing information and guidance for pharmacy owners and teams.

The role

The Pricing Audit Team (PAT) undertake checks to ensure the accuracy of the NHS's monitoring of drug and appliance purchase prices, as well as the reimbursement of prescription payments to community pharmacies.

As a Pricing Analyst in our Pricing Audit Team, you would be a key part of this team, and help give pharmacy owners confidence in the payment reimbursement processes they are subject to.

✉ info@cpe.org.uk
☎ 0203 1220 810
📍 14 Hosier Lane, London EC1A 9LQ
🌐 cpe.org.uk

Community Pharmacy England is the operating name of the Pharmaceutical Services Negotiating Committee.



Key personal requirements

The post-holder needs:

- To be self-motivated and work well alone as well as part of a team
- To quickly gain a detailed understanding of the Drug Tariff and pricing processes and keep this knowledge up to date
- The ability to be responsive to changing work needs
- A keen attention to detail and accuracy
- To have good numeracy, memory, and focus
- Be comfortable working within a KPI targeted job role
- To be computer literate – including basic Excel/Word/PowerPoint
- To work in accordance with our information security and confidentiality procedures
- Must have the right to work in the UK, as this is a UK based role

Main Duties

- Complete margin survey auditing
- Complete pricing audit checks using our bespoke PRISM software as allocated, noting any contractor/NHSBSA error trends, and providing feedback to pharmacy owners where necessary
- Participate in any allocated job-related training/product updates/information sessions to aid and facilitate the prescription and margin survey audits
- To work within the specified KPI targets for both margin survey auditing (100 items per hour) and prescription audit checks (190 items per hour). This is a requirement after successful completion of all related training and worked towards over a specified time allowance
- To follow all office and remote working health and safety guidance, information security, and confidentiality procedures, and to participate in any related training sessions or updates
- To assist the PAT Assistant Manager in developing continuous improvements, process efficiency, and any other tasks that may be required



This role is offered under hybrid working arrangements – a mixture of home based but with requirements to attend/work within the office environment, when designated to do so in accordance with Line Manager request. It is therefore essential that the post-holder:

- Can work at our office in Central London when required
- Can demonstrate effective communication and time efficiency within a remote working environment

This post offers the opportunity to work within a small friendly supportive team who have extensive experience within payment reimbursement. The role offers a stable fixed schedule of work which alternates between margin survey auditing and prescription payment checking.

Job vacancy details

- **Employment type:** Permanent, full-time (Monday to Friday, 35 hours per week)
- **Location:** Hybrid working (remote/central London)
- **Salary:** £25–27k, dependent on experience
- Full time position of 35 hours per week
- 25 days paid holiday

Application process

Applicants should send a CV and covering letter with '**Application for Pricing Audit Team Analyst**' in the subject line of the email to shine.brownsell@cpe.org.uk

Applications close at 5pm on Sunday 3rd September 2023. (Note, the application process may close earlier if high volumes of applications are received.)

Due to the anticipated level of applications interviews and written tests will be conducted either in person or via Zoom/Teams/email.

We really appreciate your interest in Community Pharmacy England. In the event of high volumes of applications we may only contact you if you're successful in getting through to the interview stage.

No recruitment agencies please.