

Pricing Analyst position in our Pricing Audit Team

Why community pharmacy, and Community Pharmacy England?

Community Pharmacy England represents the ~10,400 NHS community pharmacies in England. These pharmacies (sometimes known as local or high-street pharmacies) are at the heart of primary care, ensuring that millions of people receive vital prescription medicines safely and efficiently, and offering healthcare advice and support to the public.

Pharmacy businesses come in various shapes and sizes, from independent family-run businesses with a single pharmacy, through to bigger companies operating nationwide. They will undoubtedly continue to change in line with the evolving 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 payments that go to community pharmacies for the work they've done.

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 re-imbursement processes they are subject to.

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 with a KPI monitored job role
- To be computer literate – including basic Excel/Word/PowerPoint
- To work in accordance with CPE information security and confidentiality procedures
- Must have the right to work in the UK, as this is a UK based role

Main Duties / Job Description

- Complete margin survey auditing as allocated following existing team methodology.
- Complete pricing audit checks using our bespoke PRISM software as allocated, noting any contractor/NHSBSA error trends, and providing feedback to pharmacy members where necessary.
- Participate in any allocated job-related training/product updates/information sessions to aid and facilitate the prescription and margin survey audits.
- Achieve the baseline KPIs for margin survey and prescription pricing checks as part of the completion of initial training or subsequently in a time period set by your line manager.
- Seek ongoing improvement to the speed at which accurate margin survey and prescription audit checks are undertaken.
- To comply with CPE policies including the hybrid working policy, 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 and process efficiency.
- To carry out any other tasks, as requested by the PAT Assistant Manager
- Work closely as needed with other Pricing Analysts and the Senior Pricing Analyst

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 consistent focus within a remote working environment

This post offers the opportunity to work within a small friendly supportive team who have extensive experience within payment re-imburement and price checking. 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: £30–31k, 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 gabriele.vickers@cpe.org.uk

Applications close at 11:59pm on Monday 14th September 2026. (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.