



CASE MANAGEMENT PROFILE

ELLA PAYNE Apprentice Administrator

Ella joined the Brain Injury Services Ltd team in June 2015.

Ella carries out all general administration tasks, her main roles are to process external invoices and client petty cash, she is also trained in payroll processing and acts as cover when the payroll officer is off sick, or on annual leave. Ella is currently studying a Chartered Manager Degree, looking to complete and be qualified by June 2022.