

## **A Day in the Life.....**

### **Business Support Officer (Cherry Trees )**

Typical day ....Dealing with incoming calls , managing finances in the safe / processing and maintaining checks / completing petty cash claims / dealing with orders on SAP /procurement orders , updating A and D / Occupancy spread sheets / data bases / mail merge .Assisting with general admin / documentation and G drive .

We are a busy respite unit for Adults with Learning Disabilities so there will be some contact and interactions with service user in stay , their carers and visitors and partner services staff .