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Application: Bookkeeper Assistant position at GR Accountancy and Business Services Ltd

Dear Hiring Manager,

I am writing to apply for the position of Bookkeeper Assistant within your accountancy practice. As an ambitious and detail-orientated trainee bookkeeper with a BA (Hons) in Accounting and Finance from the University of London, I am eager to contribute my growing experience in bookkeeping and financial administration to support your client portfolio and help your team continue to thrive.

Through my Finance Placement at the University of London and my part-time role as an Administrative Assistant, I developed hands-on experience with bookkeeping processes including sales and purchase ledger management, bank reconciliations, VAT return preparation, and financial data entry. I am proficient in Microsoft Excel and familiar with Sage, Xero, QuickBooks, and Moneysoft, enabling me to adapt quickly to your systems and deliver accurate, well-organised financial records.

I am a self-motivated and reliable individual with a strong ability to work independently, manage multiple tasks, and meet tight deadlines without compromising accuracy. My practical experience has strengthened my communication and customer service skills, allowing me to work effectively with both clients and colleagues. I am also keen to expand my knowledge of payroll and pensions to provide broader support to your finance team.

I am particularly drawn to this opportunity because it offers the chance to work closely with the Managing Director in a hands-on environment where I can apply my skills while continuing to learn and grow within a professional accountancy practice. I believe my enthusiasm, attention to detail, and commitment to quality make me a strong fit for your team.

Thank you for considering my application. I would welcome the opportunity to discuss how I can contribute to your business and deliver excellent bookkeeping support.

Sincerely,
Mary O'Reilly