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Application: Senior Bookkeeper role at Dickson O'Brien Associates

Dear Hiring Manager,

I am writing to apply for the position of Senior Bookkeeper at Dickson O'Brien Associates. With over eight years of professional experience in bookkeeping and financial reporting, alongside a proven record of mentoring colleagues and managing client portfolios, I am eager to contribute to your growing accounting practice.

In my current role as Senior Bookkeeper at Financial Solutions Ltd., I lead a small team responsible for preparing accounts, VAT submissions, and payroll across multiple client industries. This experience has given me a strong grounding in compliance, accuracy, and communication, skills I understand are central to success at Dickson O'Brien Associates. I particularly enjoy streamlining financial processes and training junior staff, having introduced systems that reduced data entry errors by 20% and improved overall workflow efficiency.

I am AAT Level 3 qualified, proficient in Sage, Xero, QuickBooks, and DEXT, and comfortable managing the full cycle of bookkeeping, from bank reconciliation to liaising with HMRC on client matters. My experience extends to managing client relationships directly, addressing queries, and preparing clear, data-driven financial summaries to support business decisions.

What attracts me most to this role is your firm's commitment to professional growth and collaborative development. The opportunity to assist in managing and developing a team while working closely with senior managers aligns perfectly with my own professional ethos. I take pride in fostering accuracy, transparency, and confidence in every aspect of financial reporting and client service.

I would welcome the opportunity to bring my technical expertise and team-focused approach to your practice. Thank you for considering my application, I would be delighted to discuss how my experience can support Dickson O'Brien Associates' continued growth and client success.

Sincerely,
Sophie MacDonald