Angela Tierney

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Mr Colm Dwyer
Finance Manager
Lindale Joinery
Unit 3, Brookfield Works
Preston PR2 9ZQ

Dear Mr Dwyer

Application for Bookkeeper

I am applying for the Bookkeeper post at Lindale Joinery. I worked in accounts at Ribbleton Building Supplies for ten years, latterly running the purchase ledger, and I am now returning to work after a career break.

At Ribbleton I processed about 600 supplier invoices a month in Sage 200, reconciled the 40 largest supplier statements every month and prepared the weekly payment run. I also helped with the quarterly VAT return and the year-end schedules for the auditors, which is the work your advert describes.

I left in 2024 to care for a family member full time. That caring role has now ended, and I am ready to work full time. During the break I completed the AAT Level 2 Certificate in Bookkeeping and learned Xero, which I see you use, and since 2025 I have kept the petty cash and Gift Aid claims for a local carers' centre.

My CV is attached, and I can start straight away. Thank you for considering my application.

Yours sincerely

Angela Tierney