Marta Kowalczyk

Blackpool | marta.kowalczyk@example.com | 07700 900934

4 November 2026

Mr Gareth Pugh
Finance Director
Lune Valley Engineering Ltd
Caton Road
Lancaster LA1 9ZZ

Dear Mr Pugh

Application for Financial Controller

I am applying for the Financial Controller post at Lune Valley Engineering. For more than three years I have been finance manager at Fylde Coast Building Services, a £26 million contractor with 210 staff, leading a team of four and reporting to the finance director.

I brought our monthly management accounts forward from working day 12 to working day 6, and I own the budget and the variance notes the board reads each month. My 13-week cash forecast has helped us stay out of our overdraft since June 2024, and debtor days have fallen from 58 to 41 in 18 months.

I also led our move from desktop Sage to cloud accounting software, and added two-person approval for any change to a supplier’s bank details. I prepare our VAT returns under Making Tax Digital, including the construction reverse charge.

Your advert says you are adding a second company to the group next year, and I prepared a three-company consolidation for three years before my current post. I am an ACCA member. My CV is attached. Thank you for considering my application.

Yours sincerely

Marta Kowalczyk