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17 October 2026

Mr Rajesh Bhatia
Finance Manager
Penkridge Homes
Lichfield House, 20 Waterloo Road
Wolverhampton WV2 9ZX

Dear Mr Bhatia

Application for Senior Finance Officer

I am applying for the Senior Finance Officer post at Penkridge Homes. I have been a finance officer at Wrekin View Academy Trust for five years, in a central team serving eight schools, and I am AAT Level 3 qualified and studying for Level 4.

Each month I process about 600 supplier invoices and 150 expense claims on Sage 200, send the payroll changes for 420 staff and prepare the VAT reclaim. I also prepare the monthly budget and forecast reports for our head teachers and finance director.

In my first year I cleared a £38,000 backlog of disputed contractor invoices by agreeing a single order process with our estates team, and we have paid 98% of invoices within 30 days since. I prepare our audit working papers, and the auditors have raised no findings in the last two years.

I worked for a housing association before joining the trust, and I would welcome the chance to return to housing finance. My CV is attached. Thank you for considering my application.

Yours sincerely

Bernadette Quinlan