Pauline Archer

Swindon · pauline.archer@example.com · 07700 900243

9 October 2026

Mr James Okafor
Practice Manager
Brindle & Co Chartered Accountants
Old Town Chambers, 4 Wood Street
Swindon SN1 4AB

Dear Mr Okafor

Application for Part-time Bookkeeper

I am applying for your part-time Bookkeeper role. I have 30 years' experience keeping the accounts of small businesses, and for the last 12 years I have kept the books for 22 clients of a Swindon practice.

I prepare quarterly VAT returns for 15 clients and monthly payroll for six. Last year I moved three clients from spreadsheets to Xero and trained their staff to record their own sales, which cut the time I spend on each month's books.

I work in Xero, QuickBooks and Sage 50, renew my Xero Advisor certification each year and hold the AAT Level 3 Diploma in Accounting.

I am looking for 20 to 25 hours a week and can be flexible about which days. My CV is attached. Thank you for considering my application.

Yours sincerely

Pauline Archer