John Smith

1 Career Road, Career Town, Career County XX1 4BE

Telephone: 01234 555 666

Email: johnsmith@career.co.uk

Name

Position

Company name

Address

Postcode

Date

Dear

MANAGEMENT ACCOUNTANT VACANCY – REF: 0000

Having seen your advertisement for a Management Accountant, I am writing to outline the contribution I would be able to make to your company.

I am a fully ACCA qualified accounting professional with an excellent academic record including a Masters in Economics alongside extensive financial experience. I have a broad accounting knowledge base gained from experience within an international Big 4 professional services firm and as an Accountant and Financial Controller in industry. This includes management and financial accounting across multiple industry sectors, including FC of an engineering firm (turnover $200m) and Accounts Manager at one of the leading mobile phone companies.

In my current role, I have achieved significant success leading a small team of five qualified and part-qualified staff through the installation of new financial systems and the re-design and implementation of improved, accessible and informative reporting systems. As part of these changes, I introduced individual cost centres throughout the business, thus creating efficiencies across the company’s financial management system and enabling staff to be measured against departmental targets. Managing these changes required me to train and motivate my own staff, two of whom are now studying for their exams. With ongoing support across the business units and a strong ethos of job motivation, interest and morale have remained high and staff turnover low.

I am motivated by the desire to deliver top results for both my employer and myself and always strive to exceed expectations. In all of my roles I have maintained a focus on the revenue and cost and have made an impact on the bottom line profit and efficiency.

I believe my background, ambition and determination together with my experience in working in the technology industry, qualifies me well for the position advertised.

I would like to confirm that I am available for interview at short notice. I am contactable by telephone on 01234 555 666 and by email at johnsmith@career.co.uk I look forward to hearing from you.

Yours sincerely

Name

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