

NEIL CARTWRIGHT

Bookkeeper

31 Whiteladies Road, Bristol BS8 2LY neil.cartwright@gmail.com +44 7412 309 187

March 23, 2026

Sandra Buckley
YTL Hotels

Dear Sandra,

I am writing to apply for the Bookkeeper position at YTL Hotels. I have five years of experience managing accounts for SMEs in hospitality and retail, and I currently handle the full purchase-to-pay cycle for a group of 14 restaurants turning over £8.6 million a year.

At Loungers, I process over £720,000 in monthly supplier invoices, reconcile 14 bank accounts and 3 credit card accounts weekly, and prepare monthly management accounts and VAT returns. In my first six months, I identified £18,400 in duplicate supplier payments and set up a three-way matching process to prevent recurrence. Recovering £14,200 through credit notes and refunds. I also led the migration of all 14 site accounts from Sage 50 to Xero, mapping 320+ nominal codes and delivering zero balance discrepancies on go-live. Before Loungers, I worked at Hargreaves Lansdown processing 340 invoices per month and managing corporate card reconciliation for 85 cardholders.

YTL's portfolio of UK hotel properties is an environment I know I could contribute to immediately, given my experience with multi-site hospitality accounting. I am an AAT Licensed Bookkeeper and Xero Advisor Certified, and I am comfortable working independently across multiple entities.

Sincerely,

Neil Cartwright