



# LUCA AWARDS

Employed Bookkeeper of the Year

**Tuesday 29th November 2016**  
**Mansion House, London, EC4N 8BH**

In the presence of HRH Prince Michael of Kent GCVO  
Black Tie

## Employed Bookkeeper of the Year

The LUCA for Employed Bookkeeper of the Year will be awarded to the student or member who, in the opinion of ICB, can demonstrate that he or she upholds the standards and ideals of ICB and can show that he or she deserves to be awarded the title 'Employed Bookkeeper of the Year'. Whilst there are no specific criteria for what constitutes an Employed Bookkeeper of the Year, it is expected that the nominee will have achieved significant success and will have made an outstanding contribution to his or her employer. It might also be that he or she is able to demonstrate a contribution to an ICB branch or region, or that he or she has undertaken activities which have assisted a charity or the wider community.

### Criteria

1. Nominations for the Employed Bookkeeper of the Year LUCA Award must be submitted by the employer of the nominee.
2. The nominee must have been an ICB student or member for not less than twelve months immediately preceding the LUCA Awards ceremony.
3. The nominee must have been employed by the employer submitting the nomination for a period of not less than twelve months immediately preceding the LUCA Awards ceremony.
4. Previous winners or nominees are eligible to enter
5. Nominations should take the form of a letter detailing why the bookkeeper deserves to be awarded the LUCA for Employed Bookkeeper of the Year.
6. The nomination should be submitted to ICB via email to [luca@icbglobal.org](mailto:luca@icbglobal.org). The email subject line must include "Employed Bookkeeper of the Year nomination", together with the name of the bookkeeper being nominated.
7. The letter of nomination must include the following basic information:
  - The name of the bookkeeper being nominated
  - Name of the employer
  - Name of the person submitting the nomination on behalf of the employer
  - Period of employment
  - Position(s) held
8. The application fee for Employed Bookkeeper of the Year is £100 +VAT. An invoice for the application fee will be issued upon receipt of your application. Payment will be due within 7 days from the date of invoice. If funds are not received within this time your nomination may be revoked.
9. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from fellow employees, clients, accountants etc., are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the bookkeeper being nominated and must state that it is supporting documentation.
10. ICB will acknowledge receipt of each nomination and separate supporting information. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
11. All nominations and supporting documentation must be received by ICB not later than midnight on Monday 14th November 2016. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
12. Nominees who are shortlisted will receive 2 tickets to the LUCA Awards event taking place on Tuesday 29th November at the Mansion House in London (value £480). Nominees will be expected to attend the awards ceremony.
13. ICB's decision will be final and no correspondence will be entered into.