



LUCA AWARDS

Employer of the Year

Monday 16th October 2017

**The Queen Elizabeth II Centre
Westminster, London, SW1P 3EE**

Employer of the Year



The LUCA for Employer of the Year will be awarded to the employer that, in the opinion of ICB, can demonstrate that it upholds the standards and ideals of ICB and can show that it deserves to be awarded the title 'Employer of the Year'. The employer must demonstrate that they understand the important role that a bookkeeper has made to their business and that they have successfully integrated bookkeeping into their business ethos. They must be able to show that they have used their bookkeeper or bookkeepers to improve the financial management of their business and that this has yielded tangible results.

It must in addition be able to demonstrate that it is an excellent employer that upholds good employer/employee relations and maintains an open and inclusive policy.

Criteria

1. Nominations for the Employer of the Year LUCA Award may be submitted by the Employer itself, an employee or anyone associated with the company.
2. Previous winners or nominees are eligible to enter
3. Nominations should take the form of a letter detailing why the Employer deserves to be awarded the LUCA for Employer of the Year.
4. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "Employer of the Year nomination", together with the name of the Employer being nominated.
5. The letter of nomination must include the following basic information:
 - The name of the Employer
 - Name of the nominator
 - Name(s) of ICB students or members employed by the employer
6. The application fee for Employer of the Year is £50 + 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.
7. The application fee is non-refundable.
8. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from 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 Employer being nominated and must state that it is supporting documentation.
9. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
10. All nominations and supporting documentation must be received by ICB not later than midnight on Sunday 1st October 2017. 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.
11. Nominated parties may be contacted by ICB for interview.
12. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 16th October.
13. ICB's decision will be final and no correspondence will be entered into.