



LUCA AWARD NOMINATION SUPPORT PACK

The annual LUCA Awards offer a unique opportunity to gain recognition for your achievements within the bookkeeping profession.



WHAT ARE THE LUCA AWARDS?

CELEBRATING BOOKKEEPING EXCELLENCE

The Oscars of the bookkeeping world, the annual LUCA Awards recognise outstanding achievement in the bookkeeping profession and reveal the favourite software and apps of the nation's bookkeepers.

The LUCA Awards themselves are exclusive statuettes of Luca Pacioli, the Cistercian monk who is credited with first documenting the process of double entry bookkeeping that endures today.



ICB BOOKKEEPERS LUCA AWARDS TIMELINE

Enter the awards before 31 August 2023!

1st July

Early bird tickets released
for the LUCA Awards
and the Bookkeepers Summit

20th July

**Entries open for the
LUCA Awards 2023**

31st Aug

**Entry deadline for member
awards**

4th Sep

**Vendor voting open
Closing Tuesday 26th Sep
2023**

6th Nov

**Bookkeepers Summit and
Luca Awards ceremony**

6th Oct

End of early bird pricing

26th Sep

Awards shortlist announced

WHY SHOULD YOU ENTER?

GET THE
RECOGNITION YOU
DESERVE



FEEL MORE
CONFIDENT IN
YOURSELF



GENERATE PR
AND WIN
MORE BUSINESS



'If you want to grow your practice, then the LUCA Awards is one the best things to nominate yourself for. You should definitely consider nominating yourself for a LUCA Award

-Sarah Douglas C.FICB, Small Practice of the Year winner

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"Pluck up the courage and vote for yourself, it's such a prestigious award and to even be shortlisted is winning in itself!"

**GEMMA GRIFFITHS MICB PM.DIP,
EMPLOYED BOOKKEEPER OF THE YEAR
WINNER**

CATEGORY

Student of the Year

What the judges are looking for

This award is given to the ICB student who has achieved success in one or more ICB exams. Of course, passing an ICB exam is a great achievement, but a LUCA Awards Student of the Year will be someone who has passed all their exams whilst also doing things outside of ICB, such as working full time, or studying during difficult circumstances. The Student of the Year will be someone whom everyone can be inspired by.



CATEGORY

Student of the Year

Criteria

1. Nominations for the Student of the Year LUCA Award can be submitted by an ICB student or their Accredited Training Provider (ATP), or by another person associated with the student.
2. The nominee must have been registered with ICB as a student for no fewer than 90 days during the year immediately preceding the LUCA Awards.
3. The nominee must hold current valid ICB student registration or membership.
4. You must apply using our online tool called Awards Force, which can be found [here](#).
5. We encourage any additional documentation and supporting material, such as a video or letters of support from you or anyone who is willing to support your nomination. These can be attached to the original nomination or uploaded to your nomination at any point prior to the deadline.

CATEGORY

New Practice of the Year

What the judges are looking for

We are looking for a practice that has opened its doors and hit the ground running! The winner will be a practice that has achieved great success (on their own terms) in no longer than the past 18 months, with a good reputation with clients, and has a solid strategy for success. For example, having solid marketing techniques, an efficient system and a great attitude.



CATEGORY

New Practice of the Year

Criteria

1. Nominations can be submitted by you, or by another person associated with your practice.
2. Your practice must have an ICB Practice Licence for no longer than 18 months immediately preceding the LUCA Awards.
3. You must apply using our online tool called Awards Force, which can be found [here](#).
4. We encourage any additional documentation and supporting material, such as a promotional videos, client testimonials, marketing plans, or letters of support from anyone who is willing to support your nomination. These can be uploaded as an attachment to your original nomination or uploaded later at any point prior to the deadline.

CATEGORY

Small Practice of the Year

What the judges are looking for

The Small Practice of the Year is running a practice with four or fewer workers and has achieved demonstrable success in the past year. Have you increased your turnover or gone above and beyond for your clients? Have you successfully rebranded or refocused your marketing efforts to appeal to a new customer segment?



CATEGORY

Small Practice of the Year

Criteria:

1. Nominations can be submitted by you, or by another person associated with your practice.
2. Your practice must have an ICB Practice Licence for no less than 18 months immediately preceding the LUCA Awards.
3. Your practice must have four or fewer people working in it, including the owner. However, not every employee needs to have a bookkeeping role. If your practice includes freelancers, they must have been engaged with your practice on a regular basis, such as for at least the last twelve months and on at least six occasions.
4. You must apply using our online tool called Awards Force, which can be found [here](#).
5. We encourage any additional documentation and supporting material, such as a promotional videos, client testimonials, marketing plans, or letters of support from anyone who is willing to support your nomination. These can be uploaded as an attachment to your original nomination or uploaded later at any point prior to the deadline.

CATEGORY

Large Practice of the Year

What the judges are looking for

The Large Practice of the Year winner will be one that has had great success in the past year, whilst having five or more workers and hasn't fallen below that number for more than 12 months.

Success for a large practice could be consistently retaining and delighting clients, running unique and effective marketing campaigns, servicing a unique client sector, or making an impact in their community.



CATEGORY

Large Practice of the Year

Criteria

1. Nominations can be submitted by you, or by another person associated with your practice.
2. Your practice must have an ICB Practice Licence for no less than 18 months immediately preceding the LUCA Awards.
3. Your practice must have five or more people and the nomination must include the owner. However, not every employee needs to have a bookkeeping role. If your practice includes freelancers, they must have been engaged with your practice on a regular basis, such as for at least the last twelve months and on at least six occasions.
4. You must apply using our online tool called Awards Force, which can be found [here](#).
5. We encourage any additional documentation and supporting material, such as a promotional videos, client testimonials, marketing plans, or letters of support from anyone who is willing to support your nomination. These can be uploaded as an attachment to your original nomination or uploaded later at any point prior to the deadline.

CATEGORY

Employer of the Year

What the judges are looking for

For this category, employers must show us how a bookkeeper – or *bookkeepers* – have made a positive addition to their business and demonstrate a clear understanding of the benefits of nurturing their staff. We expect the employer to have an excellent relationship with their employees, with an inclusive policy.



CATEGORY

Employer of the Year

Criteria

1. Nominations can be submitted by the employer or the employee, or by another person associated with the business.
2. You must apply using our online tool called Awards Force, which can be found [here](#).
3. We encourage any additional documentation and supporting material such as videos, client testimonials or letters of support from anyone who is willing to support your nomination. These can be uploaded as an attachment to your original nomination or uploaded to the nomination later at any point prior to the deadline.

CATEGORY

Employed Bookkeeper or Bookkeeping Team of the Year

What the judges are looking for

This category is all about rewarding the bookkeepers whose dedicated work adds value to their employer and to their employer's clients. Are you part of an accounts team that always goes the extra mile for your clients? Or are you an employer who thinks your bookkeeper or bookkeeping team deserves recognition for their tireless efforts and unbeatable attitude?



CATEGORY

Employed Bookkeeper or Bookkeeping Team of the Year

Criteria

1. Nominations can be submitted by you, your employer, or by another person associated with either you or the company you work for.
2. The nominated bookkeeper or bookkeeping team must include a current ICB student or member of ICB and have been part of their employer's business for no less than 12 months immediately preceding the LUCA Awards.
3. You must apply using our online tool called Awards Force, which can be found [here](#).
4. We encourage any additional documentation and supporting material such as videos, client testimonials or letters of support from anyone who is willing to support your nomination. These can be uploaded as an attachment to your original nomination or uploaded to the nomination later at any point prior to the deadline.

CATEGORY

Branch of the Year

What the judges are looking for

The Branch of the Year will be awarded to the branch and branch chair who have welcomed ICB students and members with open arms! We're looking for a branch that is not only friendly and inclusive, but also able to prove it's had a positive impact on the membership experience for their group; raising the profile of ICB and supporting the development of its students and members.



CATEGORY

Branch of the Year

Criteria

1. Nominations can be submitted by a regular branch-goer, the ICB Branch Chair, Vice-Chair, or by all of you together.
2. You must apply using our online tool, Awards Force, which can be found [here](#).
3. We encourage any additional documentation and supporting material such as videos, client testimonials or letters of support from anyone who is willing to support your nomination (we've had song recordings in the past). These can be uploaded as an attachment to your original nomination or uploaded to the nomination later at any point prior to the deadline.

CATEGORY

Influencer of the Year

What the judges are looking for

This award will be given to the bookkeeper that has creatively promoted their business, ICB, and the bookkeeping profession. Nominees must be able to demonstrate digital alchemy: engaging, memorable content and outreach to potential clients, followers and other businesses.



CATEGORY

Influencer of the Year

Criteria

1. You can nominate yourself or another ICB bookkeeper.
2. The nominated bookkeeper must have been an ICB student or member for no less than twelve months immediately preceding the LUCA Awards.
3. You must apply using our online tool, Awards Force, which can be found [here](#).
4. We encourage any additional documentation and supporting material such as images, videos, client testimonials or letters of support from anyone who is willing to support your nomination. These can be uploaded as an attachment to your original nomination or uploaded to the nomination later at any point prior to the deadline.

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"Being shortlisted for a LUCA last year gave me a real confidence boost & made me realise I could put myself forward for other awards."

**LARA MANTON MICB
FINALIST
SMALL PRACTICE OF THE YEAR**

APPLICATION DEADLINE

31 AUGUST 2023

[APPLY HERE](#)

If you have any questions, please contact:
memberservices@bookkeepers.org.uk

