



# 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.





*The mark of excellence  
in the bookkeeping community*

## **THE BOOKKEEPER AWARDS**

**Bookkeepers can nominate themselves for one of ten awards. There is a short application form and you can support your entry with videos, client testimonials, graphs and plans. There are categories appropriate for bookkeepers at any stage of their career - from student to veteran! We encourage you to tell your story and share your personal achievements. Entries are judged by an esteemed panel of industry experts and the shortlist is announced a month before the Awards Ceremony on 11 November.**

## **THE VENDOR AWARDS**

**Software vendors and training providers are an essential part of bookkeeper life. The ICB vendor awards recognise excellence, innovation and commitment to our community. Vendors can nominate themselves in 11 categories and the software awards are then voted for by ICB members. There is no cost to enter and all we require is a short description of the product or service. The shortlist is announced a month before the Awards Ceremony on 11 November.**

# Choose your category



## THE BOOKKEEPER AWARDS

**Student of the Year**  
**New Practice of the Year**  
**Small Practice of the Year**  
**Large Practice of the Year**  
**Bookkeeper in Industry Award**  
**Team of the Year**  
**ICB Branch of the Year**  
**Bookkeeper influencer of the Year**  
**Client Experience Award**  
**Payroll Professional of the Year**

## THE VENDOR AWARDS

**Training Provider and Tutor**  
**Data Capture App**  
**Payroll and HR Software**  
**Business Bank**  
**Practice Management Software**  
**Payments Provider**  
**Reporting and Analysis Software**  
**Bookkeeping Software**  
**Tax and Accounts Production**  
**Emerging App**  
**Bookkeepers' Friendliest Software**



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# ICB BOOKKEEPERS LUCA AWARDS TIMELINE

Enter the awards before Wednesday 11 September 2024!



*Bookkeeper Award Judging period*

**Tuesday 16  
July**

**Entries for the bookkeeper  
and vendor awards are OPEN**

**Weds 11  
September**

**Entry deadline for the  
bookkeeper and vendor  
awards**

**12 - 26  
September**

**Have your say!  
Vendor voting is  
OPEN**

**Friday 4  
October**

**Bookkeeper and vendor  
finalists announced**

**Monday 11 November**

**Bookkeepers Summit and LUCA Awards ceremony**

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# NOMINATIONS PROCESS

# 1

**CHOOSE YOUR  
CATEGORY**

**You can enter as many  
categories as you like.  
It's free**

# 2

**GATHER YOUR SUPPORTING  
MATERIAL**

**Include client testimonials,  
videos, graphs, or photos that  
support your nomination**

# 3

**APPLY VIA OUR DEDICATED  
PLATFORM**

**Register and complete the short  
application form via  
AwardsForce**

**APPLY NOW**



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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

Studying to become an ICB member is a worthy challenge. In addition to multiple exams, students are often juggling a job or the demands of a family. And with an 85% pass mark, these exams are not for the faint hearted! But it's worth it, because students know they are fully equipped for life as a bookkeeper. You're not just a bookkeeper, you're an ICB Bookkeeper.

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. Your entry should tell your story and explain your student journey.



## CATEGORY

# Student of the Year

Nominations can be submitted by an ICB student or their Accredited Training Provider (ATP), or by another person associated with the student. The nominee must have been registered with ICB as a student for no fewer than 90 days during the 12 months immediately preceding the LUCA Awards. The nominee must hold current valid ICB student registration or membership.

## What the judges are looking for

- Academic Excellence
- Practical Application and Skills Development
- Professionalism and Ethical Standards

CATEGORY

# New Practice of the Year

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 great reputation and a solid strategy for success.

The award recognises outstanding achievement and innovation in the field of bookkeeping by newly established practices. It celebrates excellence in financial management, client service, and overall contribution to the bookkeeping profession.

## CATEGORY

# New Practice of the Year

To be eligible for the award, your practice must have held an ICB Practice Licence for no longer than 18 months immediately preceding the LUCA Awards.

## What the judges are looking for

- Innovation and Excellence in Bookkeeping
- Exemplary Client Service and Satisfaction
- Business Growth and Development
- Professionalism and Ethics
- Community Contribution





CATEGORY

# Small Practice of the Year

The ICB LUCA Award for Small Practice gives prestigious recognition to small bookkeeping practices (one to four people) that demonstrate exceptional service, innovation, and professionalism in their field. This award celebrates practices that not only excel in delivering high-quality bookkeeping services but also show a commitment to continuous improvement, client satisfaction, and ethical standards.

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? Share your story with the world!

## CATEGORY

# Small Practice of the Year

Your practice must have had an ICB Practice Licence for no less than 18 months immediately preceding the LUCA Awards. Your practice must have one to four people working in it, including the owner. If your practice includes freelancers, you should include anyone engaged by your practice on a regular basis, such as for at least the last twelve months and on at least six occasions.

## What the judges are looking for

- Innovation and Excellence
- Exemplary Client Service and Satisfaction
- Business Growth and Development
- Professionalism and Ethics
- Community Contribution





## CATEGORY

# Large Practice of the Year

The ICB Large Practice Award is a distinguished accolade that honours large bookkeeping practices for their exceptional service, innovation, and professional standards. This award recognises practices that provide outstanding bookkeeping services while demonstrating significant growth, technological advancement, and a strong commitment to both client satisfaction and professional development.

The winner will be the practice 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 18 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

Your practice must have had an ICB Practice Licence for no less than 18 months immediately preceding the LUCA Awards. Your practice must have five or more workers including the owner. However, not every employee needs to have a bookkeeping role. If some of your workers are freelancers, they must have been engaged by your practice on a regular basis, such as for at least the last twelve months and on at least six occasions.

## What the judges are looking for

- Innovation and Excellence in Bookkeeping
- Exemplary Client Service and Satisfaction
- Business Growth and Development
- Professionalism and Ethics
- Community Contribution



## CATEGORY

# Bookkeeper in Industry of the Year

This category is all about honouring individual bookkeepers who have demonstrated exceptional skill, dedication, and professionalism in their role on-staff in a non-accounting organisation.

It doesn't matter whether your job title is accounts assistant or finance director, if you do bookkeeping work for your employer, and you're great at it, we want to hear from you.

This award celebrates the contribution of bookkeepers who play a critical role in the financial health and operational success of their organisations.

## CATEGORY

# Bookkeeper in Industry of the Year

Nominations can be submitted by an individual, an employer on behalf of a bookkeeper, or by another person associated with either you or the company your work for. The nominated bookkeeper or bookkeeping team must include a current ICB student or member of ICB and have been part of their employer's non-accountancy business for no less than 12 months immediately preceding the LUCA Awards.

## What the judges are looking for

- Professional excellence
- Innovation and problem solving
- Commitment to continuous improvement
- Impact on the organisation
- Professionalism and ethics





## CATEGORY

# Bookkeeping Team of the Year

This category is all about rewarding the bookkeepers whose dedicated work adds value to their practice and to their practice's clients. It recognises outstanding teamwork and collaboration and celebrates teams that demonstrate exceptional service, innovation, and collective professionalism, contributing significantly to their clients or organisations.

## CATEGORY

# Bookkeeping Team of the Year

Nominations can be submitted by an individual, an employer on behalf of a team, or by another person associated with either you or the company your work for. It can be for any type of team consisting of more than one person in industry or in practice.

## What the judges are looking for

- Service excellence
- Team collaboration & dynamics
- Innovation and problem solving
- Commitment to continuous improvement
- Impact on the organisation and its clients
- Professionalism and ethics



## CATEGORY

# Branch of the Year

The Branch of the Year will be awarded to the branch which has 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 students and members.

The award recognises the ICB branch that has shown exceptional performance, innovation, and commitment to supporting its members and the bookkeeping profession. This award celebrates branches that excel in member engagement, professional development, community involvement, and overall contribution to ICB's mission and values.



## CATEGORY

# Branch of the Year

Nominations should be made by the branch itself.

## What the judges are looking for

- Proven member engagement and support
- Evidence of how you're contributing to professional development
- Community and industry involvement



## CATEGORY

# Bookkeeper Influencer of the Year

This award will be given to the bookkeeper that has creatively raised their profile while at the same time raising the profile of ICB, other bookkeepers, and the bookkeeping profession as whole. Nominees must be able to demonstrate digital alchemy: engaging, memorable content and outreach to potential clients, followers and other businesses.

The award honours an individual bookkeeper who has made a significant impact on the bookkeeping profession through their influence, thought leadership, and active engagement within the bookkeeping community. This award recognises those who inspire and educate others, contribute to the advancement of the profession, and actively promote best practices and ethical standards.

## CATEGORY

# Bookkeeper Influencer of the Year

You can nominate yourself or another ICB bookkeeper. The nominated bookkeeper must have been an ICB student or member for no fewer than twelve months immediately preceding the LUCA Awards.

## What the judges are looking for

- Community engagement and support
- Thought Leadership, innovation and advocacy
- Impact and reach
- Innovation and advocacy
- Professionalism and Ethics





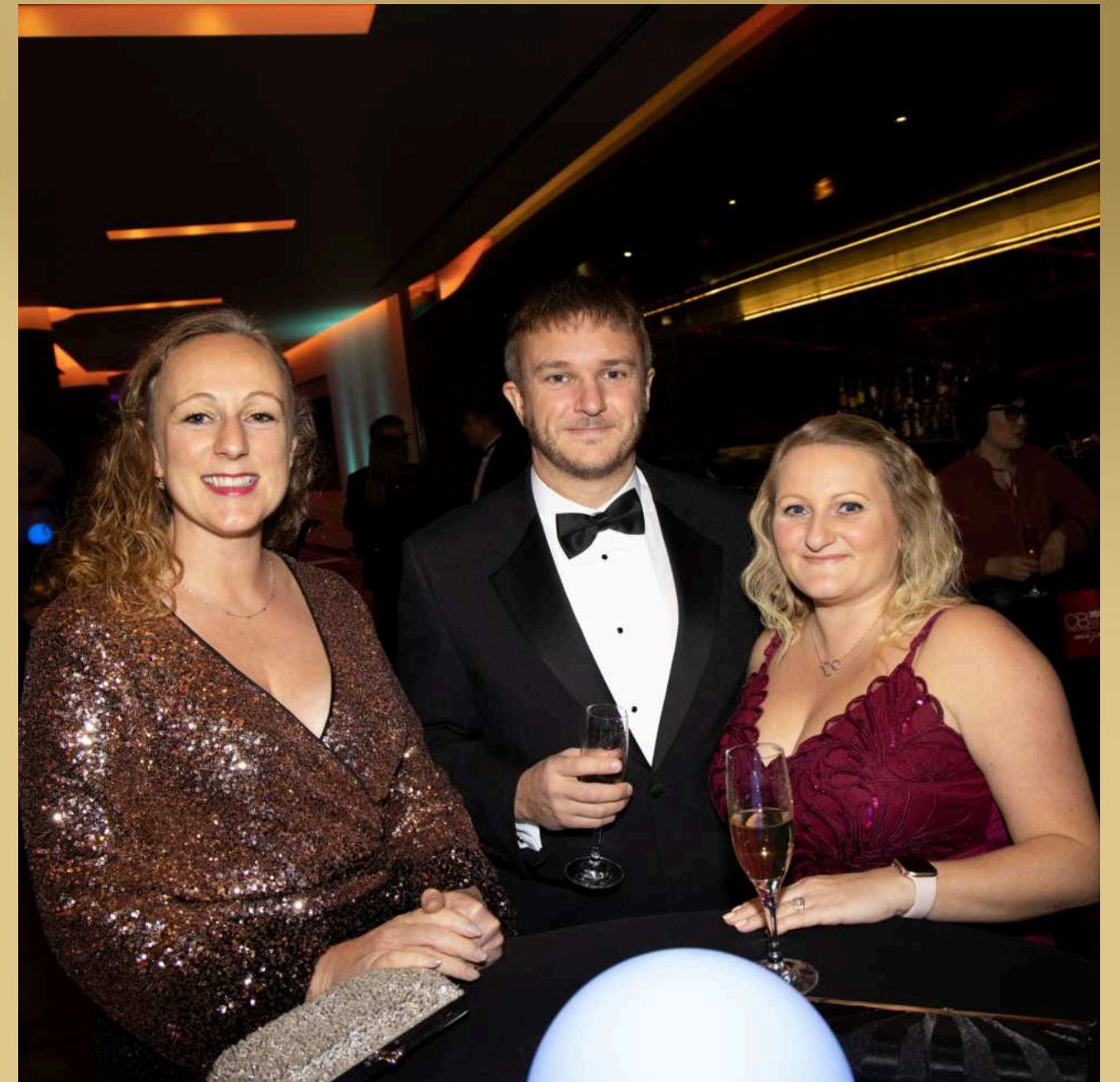
## CATEGORY

# Client Experience Award

This award will be given to the bookkeeper or bookkeeping practice that can demonstrate its client-centric approach.

We know bookkeepers really care about their clients, but can you prove that you've gone above and beyond to create a unique experience for your clients that supports them and their businesses?

This award honours bookkeepers who can demonstrate that their work helps clients thrive and feel empowered.



## CATEGORY

# Client Experience Award

The nominated bookkeeper or bookkeeping practice must include a current ICB student or member of ICB that's been part of the business for no less than 12 months immediately preceding the LUCA Awards.

## What the judges are looking for

- A unique and personalised approach to client care
- Examples of exceptional client education and support
- Evidence of client success and satisfaction
- Innovation and use of technology to benefit clients
- Professionalism and Ethics



CATEGORY

# Payroll Professional of the Year

The LUCA Award for Payroll Professional of the Year recognises an individual who has demonstrated excellence in payroll management, showcasing outstanding technical skills, dedication, and a commitment to providing accurate and efficient payroll services.

This award celebrates those who excel in managing complex payroll tasks, ensuring compliance, and delivering exceptional service to their clients or organisation.



## CATEGORY

# Payroll Professional of the Year

Nominations can be submitted by you, your employer, or by another person associated with either you or the company your work for. The nominated payroll professional must be a current ICB student or member of ICB and have been for no less than 12 months immediately preceding the LUCA Awards.

## What the judges are looking for

- Professional excellence
- Innovation and problem solving
- Commitment to continuous improvement
- Impact on the organisation
- Professionalism and ethics



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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

11 SEPTEMBER 2024

**APPLY HERE**

If you have any questions, please contact:  
**[memberservices@bookkeepers.org.uk](mailto:memberservices@bookkeepers.org.uk)**







LUCA Awards



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