



# 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 LUCA Awards are the 'Oscars' of the bookkeeping profession and are presented in recognition of the year's outstanding bookkeepers and the many organisations and software services that complement the valuable work that they do. 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 CELEBRATION TIMELINE

Join us in celebrating the bookkeeping profession at the  
LUCA Awards and hybrid Bookkeepers Summit

**29th Jul**

**Entries open**

All nominations to be made online  
and can be edited and added to up  
until the deadline date

**1st Aug**

**Early bird tickets released**

for the LUCA Awards  
and the Bookkeepers Summit

**31st Aug**

**Entries close**

Deadline for submitting your  
nomination for an award

**3rd Oct**

**LUCA finalists announced**

All finalists will receive a  
free ticket to the LUCA Awards

**7th Nov**

**In-Person Bookkeepers Summit  
and LUCA Awards**

Park Plaza Hotel, Westminster

**8th Nov**

**Bookkeepers Breakfast  
and ministerial talk**

Houses of Parliament, Westminster

**9th Nov**

**Online Bookkeepers Summit  
and #RaiseaCup Day**

Online events platform

*Global Bookkeeping Week 7th-11th November*

# 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 2014 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 2019**



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

## Apprentice of the Year

### What the judges are looking for

Like Student of the Year, the Apprentice of the Year will have achieved success through the ICB Apprenticeship whilst also undertaking things outside of ICB, such as studying through difficult circumstances or doing a particularly good job for their employer. The Apprentice of the Year should be a source of inspiration for the next generation of apprentices!

## CATEGORY

# Apprentice of the Year

## Criteria

1. Nominations can be submitted by you, an ICB Accredited Training Provider (ATP), or by another person associated with you.
2. You must be registered as an ICB apprentice for no less than 90 days during the year immediately preceding the LUCA Awards.
3. You must apply using our online tool called Awards Force, which can be found [here](#).
4. We encourage you to provide any additional documentation and supporting material, such as a video or letters of support from you or anyone who is willing to demonstrate your efforts. These can be attached to your original nomination or uploaded 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 your 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

## Social Media Influencer of the Year

### What the judges are looking for

This award will be given to the bookkeeper that has used social media creatively to promote 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

# Social Media 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 2020**

# APPLICATION DEADLINE

31st August 2022

**APPLY HERE**

If you have any questions, please  
contact:

**[memberservices@bookkeepers.org.uk](mailto:memberservices@bookkeepers.org.uk)**

