



# Annual Excellence Awards 2021

Summary of all award categories, their criteria and questions

This document has been compiled to provide a complete overview of all information relating to each of the 2021 Excellence Awards.

A summary of each awards overview, criteria and questions is summarized for each award as below:

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## ICNZB Certified Bookkeeper of the Year

The ICNZB Certified Bookkeeper of the Year award is awarded to an individual bookkeeper who our judges feel has;

- Excelled in the service they offer to their clients and/or employer
- Shown themselves to be a valuable member of the business community
- Upheld the standards and ideals of ICNZB and the bookkeeping profession

The winner of bookkeeper of the year award will have the benefit of being able to promote themselves as an outstanding member of the bookkeeping community to current and future, clients and employers.

Nominations for this award may be submitted by the bookkeeper themselves, their employer, or by another person associated with the business, or employee, in a bookkeeping capacity.

### Criteria

1. This category is awarded to an individual.
2. The nominee must be a current ICNZB Certified Bookkeeper member and must have been a member for not less than 24 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Why does the nominee deserve the title of ICNZB Certified Bookkeeper in 2021?
2. Give an example of excellent service the nominee has provided, including at least one example of how this has added value to a service they offer.
3. What do you feel has been the nominee's biggest achievement in the last 12 months?

## ICNZB Bookkeeping Trainer of the Year – Gayle Buchanan Memorial Trophy

Gayle Buchanan was a founding member of ICNZB and was a strong advocate for accountants and bookkeepers working together for the betterment of the client. To this end, she was extremely passionate about training, educating and supporting the profession worldwide with a particular focus on cloud-based software. Gayle Buchanan passed away in October 2015 and this legacy award honors her pioneering spirit and groundbreaking work in the importance of training and mentoring bookkeepers worldwide.

The ICNZB Bookkeeping Trainer of the Year award is awarded to an individual bookkeeper who our judges feel;

- Has excelled at training or mentoring other bookkeepers or clients in the principles and practices of bookkeeping and best practice
- Actively promotes the values of the bookkeeping profession and ICNZB whilst training
- Has shown a commitment to continuous research and upskilling of themselves to ensure that training provided is current and relevant

The winner of bookkeeper of the year award will have the benefit of being able to promote themselves as an outstanding training provider within the bookkeeping community to current and future, clients and employers.

Nominations for this award may be submitted by the bookkeeper themselves, their employer, or by another person associated with the business or employee in a bookkeeping/training capacity.

### Criteria

1. This category is awarded to an individual bookkeeper.
2. The nominee must be a current ICNZB member and must have been a member for not less than 24 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Why do you feel the nominee deserves the title of ICNZB Bookkeeper Trainer in 2021?
2. Give an example of a time the nominee has provided training or mentoring above and beyond the call of duty
3. Provide an example of how the nominee has provided training or mentoring that has assisted with implementing more efficient and effective procedures or software in a business

## ICNZB Bookkeeping Business of the Year

The ICNZB Bookkeeping Business of the Year award is awarded to a bookkeeping business that employs any number of bookkeeping staff or contractors, that our judges feel;

- Added significant value to their client's businesses across multiple of its bookkeeping staff
- Provides bookkeeping staff members ample opportunity and support, to continue their professional development and stay in the forefront of changes in the industry
- Upheld the standards and ideals of ICNZB and the bookkeeping profession and ensured their staff do the same.

The winner of the Bookkeeping Business of the Year award will have the benefit of being able to promote themselves as an outstanding business member of the bookkeeping community to current and future, clients.

Nominations for this award are to be submitted by the bookkeeping business owner/director.

### Criteria

1. This category is awarded to a business that is a limited liability company.
2. Nominations for this award are to be submitted by the bookkeeping business owner/director.
3. The business owner/director must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Why do you feel your business deserves the title of ICNZB Bookkeeper Business of the Year in 2021?
2. How do you ensure your business keeps abreast of industry and software updates and how do you apply this to your clients for their advantage?
3. What do you feel has been your businesses biggest achievement in the last 12 months?

## ICNZB Bookkeeping Community Contributor of the Year

The ICNZB Bookkeeping Community Contributor of the Year award is awarded to a bookkeeping individual that our judges feel has;

- Shown themselves to be a valuable member of their community, providing their time and knowledge at no charge, to either assist other bookkeepers in their journey, or to assist community groups in a bookkeeping capacity
- Is actively involved in one or more community groups,
- Upheld the standards and ideals of ICNZB and the bookkeeping profession

The winner of Bookkeeping Community Contributor of the Year award will have the benefit of being able to promote themselves as an outstanding member of their community to current and future, clients.

Nominations for this award may be submitted by the bookkeeper themselves, their staff, their employer, or by a member of their community.

### Criteria

1. This category is awarded to an individual bookkeeper.
2. The nominee must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Describe the community group/s that the nominee has been actively involved in, as a volunteer, over the last 12 months. Provide an indication of number of hours dedicated to this in an average month.
2. Provide examples of how the nominee uses their bookkeeping skills to assist the above
3. Provide an example of a time that the nominee has promoted the standards and ideals of the bookkeeping profession. How did this benefit the situation?

## ICNZB Emerging Bookkeeper of the Year

The ICNZB Emerging Bookkeeper of the Year award is awarded to an individual bookkeeper who has started bookkeeping within the last 2 years and who our judges feel has;

- Demonstrated real growth in their understanding of bookkeeping principles and practice
- Excelled in the service they offer to their clients and/or employer and grown their client base
- Shown themselves to be a valuable member of the business community, upholding the standards and ideals of ICNZB and the bookkeeping profession

The winner of the Emerging Bookkeeper of the Year award will have the benefit of being able to promote themselves as an outstanding member of the bookkeeping community to current and future, clients and employers.

Nominations for this award may be submitted by the bookkeeper themselves, their employer, or by another person associated with the business or employee in a bookkeeping capacity.

### Criteria

1. This category is awarded to an individual bookkeeper.
2. The nominee must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. How has the nominee improved the outcomes for a business they assist manage and/or provide an example of a client or employer commending the nominee for initiative in their role, or positive feedback received.
2. How do you feel the nominee has demonstrated their commitment to their continued professional development over the last 12 months?
3. What do you feel has been the nominee's biggest achievement in the last 12 months?

## ICNZB Sustainable Business Award

The ICNZB Sustainable Business Award is awarded to a bookkeeping business or sole trader who our judges feel;

- Uses leading cloud products and services to assist in operating as a sustainable business and reduce their environmental impact.
- Actively encourages clients to use sustainable solutions and products wherever possible, and assisting clients in the implementation of sustainable solutions wherever possible
- Seeks out sustainable business solutions as alternatives to conventional practice

The winner of the Sustainable Business Award will have the benefit of being able to promote themselves as a business with sustainable businesses practices recognised by their peers to current and future clients.

Nominations for this award may be submitted by the bookkeeping individual or business; or by another person associated with the business or employee in a bookkeeping capacity.

### Criteria

1. This category is awarded to either an individual or a business that is a limited liability company.
2. An individual nominee who is trading as a sole trader must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards. Should the nominee be a limited liability business, then an owner/director of the business must be a current ICNZB member for not less than 12 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Give an example of a recent change the nominee has implemented that allows their business to operate in a more sustainable manner and provide insight as to how they stay ahead of sustainable business practice options.
2. Provide information on how the above has reduced your environmental footprint.
3. Describe one of the methods the nominee uses to encourage their clients towards sustainability

## ICNZB Bookkeeper in a Small Practice Award

The ICNZB Bookkeeper in a Small Practice award is awarded to a bookkeeping business who engages or employs a maximum of 3 contractors or employees (or a combination of), and that our judges feel;

- Excelled in the service they offer to their clients
- Shown themselves to be a valuable member of the business community
- Upheld the standards and ideals of ICNZB and the bookkeeping profession

The winner of Bookkeeping Business of the Year award will have the benefit of being able to promote themselves as an outstanding business member of the bookkeeping community to current and future, clients.

Nominations for this award are to be submitted by the bookkeeping business owner/director.

### Criteria

1. This category is awarded to an individual bookkeeper who operates a small practice as either a sole trader, or limited liability company.
2. The business owner/director must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards.

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Why do you believe the nominee should be awarded the title of Bookkeeper in a Small Practice for 2021?
2. Provide an example of how the practice has excelled in the service they provide to clients
3. What do you feel has the practices biggest achievement in the last 12 months?

## ICNZB Service to Bookkeeping Award

The ICNZB Service to Bookkeeping award is awarded to the Bookkeeping individual that our judges feel has;

- Demonstrated significant service to the bookkeeping profession
- Has supported and encouraged other bookkeepers on their professional journey
- Upheld the standards and ideals of ICNZB and the bookkeeping profession

The winner of Service to Bookkeeping award will have the benefit of being able to promote themselves as an outstanding member of the bookkeeping community to current and future, clients and/or employees.

Nominations for this award are to be submitted by bookkeeping peers of the nominee

### Criteria

The nominee must be a current ICNZB member and must have been a member for not less than 12 months preceding the awards. If you are unsure whether a nominee meets this criteria, please contact [info@icnzb.org.nz](mailto:info@icnzb.org.nz)

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

1. Provide a brief summary as to why you are nominating this individual
2. Give one or more examples of how the nominee has shown significant and long-lasting service to the bookkeeping profession (may be more than one) and how this benefited the profession.
3. What has the nominee done to support and encourage new Bookkeepers to be the next industry leaders?
4. Provide an example of how the nominee has upheld the ethics, ideals and standards of ICNZB
5. What do you feel has been the nominee's biggest achievement in the last 12 months?

## ICNZB Bookkeeping Software Partner of the Year

The ICNZB Bookkeeping Software Partner of the Year Award aims to recognise software providers who offer a valuable product and service to the bookkeeping community in New Zealand. The winner of this award is voted by members of ICNZB.

The winner of this award will have the benefit of being able to promote themselves as an outstanding supplier and service provider to New Zealand SME's, as voted on by New Zealand's leading bookkeepers.

Nominations for this award may be submitted by an authorised representative of the company nominating.

### Criteria

This category is awarded to a business who provides software for bookkeeping functions to New Zealand businesses.

Criteria

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

Why should ICNZB members vote for you to win this award?

## ICNZB Payroll Software Partner of the Year

The ICNZB Payroll Software Partner of the Year Award aims to recognise software providers who offer a valuable payroll product and service to the bookkeeping community in New Zealand. The winner of this award is voted by members of ICNZB.

The winner of this award will have the benefit of being able to promote themselves as an outstanding supplier and service provider to New Zealand SME's, as voted on by New Zealand's leading bookkeepers.

Nominations for this award may be submitted by an authorised representative of the company nominating.

### Criteria

This category is awarded to a business who provides payroll software for bookkeeping functions to New Zealand businesses. Criteria

### Entry

Entries must be submitted via the official entry form on our website. This online entry form automatically closes for responses at **5:00pm on Friday, 23 April 2021**. All entries will be checked to ensure criteria is met before being accepted. Any entry that does not meet all criteria will be void.

### Questions

**Please note there is a limit of 4000 characters (including spaces) for each answer**

Why should ICNZB members vote for you to win this award?