

BOOKKEEPER OF THE YEAR

AWARD SUMMARY

This award celebrates a bookkeeper who has excelled in delivering precise, efficient, and reliable bookkeeping services. The Bookkeeper of the Year is distinguished by their attention to detail, professionalism, and ability to provide valuable financial insights that support the success of their clients' businesses. Honouring exceptional bookkeeping professionals:

ELIGIBILITY

This award is open to all Bookkeepers who provided services during the 2024 calendar year. Candidates must have a minimum of four years' professional experience and maintain the necessary certifications and licenses in accordance with regulations. Candidates can self-nominate or be nominated by others.

ASSESSMENT CRITERIA

Submissions will be evaluated based on responses to the following criteria with a maximum of 300 words per criteria:

- **Bookkeeping Excellence:** Describe your bookkeeping practices and highlight specific examples that demonstrate your excellence in this field.
- **Client Success and Satisfaction:** Explain how your bookkeeping services have contributed to client success and satisfaction, providing specific examples.
- **Professional Standards:** Illustrate how you adhere to professional standards within your bookkeeping practice.
- **Challenges and Solutions:** Identify key challenges in bookkeeping and detail how you have successfully addressed these challenges.
- **Innovative Practices:** Provide examples of any innovative practices or approaches you have implemented in your bookkeeping work.

Present financial or business metrics and/or statements with supporting documentation, such as client testimonials, audited statements, or independent third-party reports.

SUPPORTING DOCUMENTS

Please provide the following supporting documents:

Metrics for the following periods:
1/1/2023 – 31/12/2023 and
1/1/2024 – 31/12/2024, including:

- Total business revenue
- Client growth percentages of bookkeeper's clients
- Bookkeeper's client retention rates

Candidates are encouraged to provide specific examples, metrics, and supporting documentation where applicable such as testimonials or endorsements from colleagues, clients, or industry peers.