



IRISH ACCOUNTANCY AWARDS 2020

ENTRY GUIDE

WEDNESDAY, NOVEMBER 18

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The Irish Accountancy Awards

The Irish Accountancy Awards recognise & celebrate excellence in the accountancy profession in Ireland over the past 12 months.

Launched in 2015, the Awards seeks entries from firms, both large and small, teams and individuals who have provided the highest quality of service and who can demonstrate they have added significant value and competitive advantage to their client organisations.

The programme also serves as a unique platform to **attract top talent** to your organisation. Key people in your profession want to work with leading organisations. Entering the awards programme allows you to **benchmark your work**, and lets people know who the leaders are. It also allows both **individuals and teams to be recognised** within their company for their work.

Shortlisted entrants will have their national profiles raised just by making the final, and winners will receive coverage in the national press. And of course, there's the beautiful trophy which the successful entrants will take away on the night.

There is **no charge to enter** the Irish Accountancy Awards, so get your thinking cap on and start putting your entries together!

We wish all our entrants the best of luck and we look forward to receiving your entries.

Entering

Entries must be made **online**.

There are **21 Categories** to enter:

Large Practice of the Year
 Medium Practice of the Year
 Small Practice of the Year
 Start-up Practice of the Year
 Finance Team of the Year
 Tax Team of the Year
 Advisory Team of the Year
 Finance Director of the Year
 Employer of the Year
 Accountant of the Year – Practice
 Accountant of the Year – Industry
 Young Accountant of the Year – Practice
 Young Accountant of the Year – Industry
 Part-Qualified Accountant of the Year
 Best Use of Technology in Accountancy & Finance
 CSR Initiative of the Year
 Green Practice of the Year
 Excellence in Education & Training
 Online Practice of the Year
 Graduate Training Programme of the Year
 Advisory Team of the Year – SME Finance

How to Enter

It is **free** to enter the Irish Accountancy Awards.

When completing your entry, please follow these rules:

- All activities cited in support of your entries must have been ongoing **within the past 12 months** from the closing date of these awards.
- Please ensure your submission fits onto **no more than 5 A4 pages** in portrait PDF format including supporting materials such as pictures, graphs, tables etc.
- Please **answer each of the key criteria points** allocated to the category that you are entering. This is what the judges base their scores on. Back up your key points with other information such as tables, graphics, figures, pictures etc.
- You may enter as many categories as are relevant, however each entry must be **tailored to meet the category criteria**.
- The entering party does not have to be resident in the ROI or NI, but the projects that support their entry **must have taken place** in these areas.

You will need the following to complete your entry:

- Your **5 A4 page PDF** entry document.
- A **50 word summary** of your entry. This may be used in full in our Awards booklet or in our script. It must be relevant to the category you are entering: So, if you are entering a project, the summary must be about the project; if you are entering a person, it must be about that person.
- **2 high resolution landscape photos** (300 dpi) relevant to your entry and the category you are entering: So, if you are entering a project, the photos must be about the project; if you are entering a person, it must be of that person. No graphics/collages/logos/watermarks.
- These will be used as part of the AV presentation on the night, so choose photos that you are proud to display.
- A **jpeg** version of your organisation **logo**.
- The **name** of the person who will **accept the trophy** on your behalf in the event you should win. This may be used in post Awards media coverage.
- **Please note:** All of the above items will be required in order to submit your entry, and **you will not be able to modify your entry once uploaded.**

Tips for Entering



1. Read the criteria and make sure you answer each point. The judges use the criteria points as a basis for their scores, so make sure you touch on each criteria point. You can use additional facts, figures and information to back up or add to these points. By following the criteria you stand a better chance of scoring highly and make the judge's job easier!

2. Enter the right categories. Some companies seem to enter certain categories, and then ignore the one that they would stand a much better chance of winning. To start, look through the categories carefully and choose the most relevant to you. This will give you a better chance of winning.

3. Facts are very powerful; and waffle or generalities cut very little ice with the judges. There are lots of ways of presenting data, and one may look a lot stronger than the others. We're not advocating you twist the truth; but we do feel it's within the rules for you to make the strongest possible case for your company.

4. Don't write more than you've been asked to supply. There is a limit on the number of pages you can submit (5 A4 Pages). Don't go above this as the judges won't read reams of supporting information. In the same way don't do ultra-minimal entries and simply rely on your profile to get yourself noticed.

5. Put yourself in the judges' shoes. Think about what would really impress them? What makes you special and distinctive? Our judges are all senior people and you need to think about your entry from their perspective. In many cases we see entries prepared by junior members of the team who can miss key selling points. The best entries have input from someone at Board level.

6. Check everything carefully. Many entries include fundamental errors – mainly spelling or grammatical errors.

7. Phone a friend. The events team working on the awards are happy to talk through draft entries and are always willing to give guidance. So if you want to try something a bit different, and would like our thoughts on that before you submit your entry give us a call – we'll do our best to give you a sensible steer.

8. Good presentation pays dividends. You are not judged on how pretty your entry looks, but busy judges are inevitably attracted to easy-to-read, neatly laid out entries. Some of the better submissions include simple, summary bullet points. The best presented entries often incorporate a range of small photographs, clever charts or graphs and other visual material that make it very easy to absorb and digest.

9. Boast - don't be modest! Your positive opening words are crucial - so begin with the end! This is the hook which will encourage those judging to delve deeper. Don't ramble; get to the point, every word should count. Be proud of what you have done, this is one time when it is absolutely right to boast. Testimonials are very powerful too!

10. Promote your business It is not often you are given the chance to generate free publicity; so encourage and praise your team and you might be surprised to discover that you can win one of the most prestigious awards in the sector. And if you win, think of the huge marketing advantage that will give you.

Judges & Judging Process

A distinguished panel of practitioners, academic and business leaders will co-ordinate the Irish Accountancy Awards judging.

To view who will be judging this year's Awards, visit www.accountancyawards.ie.

Shortlisting

- Once the entry deadline is reached all entries will be carefully examined and scored using the criteria by the shortlisting panel of experts.
- The highest scoring submissions will be selected to go forward to the shortlist for each category.
- You will receive an email from the Event Team letting you know if your entry was successful or not.
- The shortlist of finalists will be published in the national press and also on the Awards' website, www.accountancyawards.ie.

Judging

- Judges are divided into panels, based on their expertise, to ensure any possible conflict is avoided.
- All judges score the finalists based on the relevant category criteria.
- Scores are then collected by the event team and collated.
- Scores are sent to the judging coordinator who checks and verifies all scores.
- The highest scoring entrant is declared the winner of that category.

The winners will be announced at the awards ceremony in the Crowne Plaza Dublin Airport Hotel on November 18th.



IRISH
ACCOUNTANCY
AWARDS
2020

Categories & Criteria



This award recognises the indigenous accountancy practice with more than 50 employees which can best demonstrate excellence over the past 12 months.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the practice, including the number of sites and employees, services provided, when it was established and relevant industry achievements and accreditations.*
- *Business growth: Please outline significant and specific activities that have contributed to business growth. This may include, but is not limited to, client gains or retention, sectoral growth, a boost to operational performance or personnel development.*
- *Innovation: Please include details of any unique efforts or processes that have been introduced, outlining their commercial impact. This may include, but is not limited to, unique services or products, innovative use of technology, training, client acquisition, business growth strategies or new business models.*
- *Customer focus: Please describe how the practice provides outstanding and professional service, demonstrating how it has benefited clients.*
- *Corporate social responsibility: Please outline the societal impact of the practice on the community and environment. This may include, but is not limited to, green initiatives introduced, working with local charities or involvement in social community programmes.*
- *Please include any other statements or facts that support the entry.*



This award recognises the indigenous accountancy practice with up to 50 employees that can best demonstrate excellence over the past 12 months.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the practice, including the number of sites and employees, services provided, when it was established and relevant industry achievements and accreditations.*
- *Business growth: Please outline significant and specific activities that have contributed to business growth. This may include, but is not limited to, client gains or retention, sectoral growth, a boost to operational performance or personnel development.*
- *Innovation: Please include details of any unique efforts or processes that have been introduced, outlining their commercial impact. This may include, but is not limited to, unique services or products, innovative use of technology, training, client acquisition, business growth strategies or new business models.*
- *Customer focus: Please describe how the practice provides outstanding and professional service, demonstrating how it has benefited clients.*
- *Corporate social responsibility: Please outline the societal impact of the practice on the community and environment. This may include, but is not limited to, green initiatives introduced, working with local charities or involvement in social community programmes.*
- *Please include any other statements or facts that support the entry.*



This award recognises the indigenous accountancy practice with up to 10 employees that can best demonstrate excellence over the past 12 months.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the practice, including the number of employees, services provided, when it was established and relevant industry achievements and accreditations.*
- *Business growth: Please outline significant and specific activities that have contributed to business growth. This may include, but is not limited to, client gains or retention, sectoral growth, a boost to operational performance or personnel development.*
- *Innovation: Please include details of any unique efforts or processes that have been introduced, outlining their commercial impact. This may include, but is not limited to, unique services or products, innovative use of technology, training, client acquisition, business growth strategies or new business models.*
- *Customer focus: Please describe how the practice provides outstanding and professional service, demonstrating how it has benefited clients.*
- *Corporate social responsibility: Please outline the societal impact of the practice on the community and environment. This may include, but is not limited to, green initiatives introduced, working with local charities or involvement in social community programmes.*
- *Please include any other statements or facts that support the entry.*



This award recognises the practice established in the past three years (as of December 31st 2019) that can best demonstrate excellence.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the Practice, including when it was established, services provided, number of employees and an indication of turnover since inception.*
- *Business growth: Please outline significant and specific activities that have contributed to business growth in this period, and also the future goals of the practice. This may include, but is not limited to, new products or services, an increased client base, specific investment or entry to a new market.*
- *Innovation: Please include details of any unique efforts or processes that have been introduced, outlining their commercial impact and contribution to the growth of the practice.*
- *Customer focus: Please describe how the Practice provides outstanding and professional service, demonstrating how it has benefited clients.*
- *Corporate social responsibility: Please outline the societal impact of the practice on the community and environment. This may include, but is not limited to, green initiatives introduced, working with local charities or involvement in social community programmes.*
- *Please include any other statements or facts that support the entry.*



This award recognises the business finance team working for an enterprise that can best demonstrate a high level of financial advice to their organisation.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Team background: Please outline the members of the team, including definition of roles, skills and expertise, where the team sits within the organisation, professional accreditation and allocation of tasks.*
- *Sample Project: Please outline an outstanding project undertaken in the past 12 months, including the objective and outcomes.*
- *Innovation: Please include details of any unique efforts or uses of technology that have improved efficiency and outcomes for the organisation.*
- *Teamwork: Outline any challenges faced and how the team demonstrated collaboration, creativity and flexibility to overcome them.*
- *Impact: Summarise the contribution and achievements of the team, outlining how the work demonstrated the importance of high quality financial advice and the contribution to the growth of the organisation.*
- *Please include any other statements or facts that support the entry, and a testimonial from the team's head of department or supervisor where possible.*



This award recognises the tax team working for an accountancy practice that can best demonstrate a high level of professional tax advice to their client(s).

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Team background: Please outline the members of the team, including definition of roles, skills and expertise, professional accreditation and allocation of tasks.*
- *Sample Project: Please outline an outstanding project undertaken in the past 12 months, including the objective and outcomes.*
- *Innovation: Please include details of any unique efforts or uses of technology that have improved efficiency and outcomes for the client.*
- *Teamwork: Outline any challenges faced and how the team demonstrated collaboration, creativity and flexibility to overcome them.*
- *Impact: Summarise the contribution and achievements of the team, outlining how the work demonstrated the importance of high quality professional accountancy advice and the resulting benefits to the client and practice.*
- *Please include any other statements or facts that support the entry, and testimonials from clients, the team's head of department or supervisor where possible.*



This award recognises the advisory team working for an accountancy practice that can best demonstrate a high level of professional advice to their client(s).

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Team background: Please outline the members of the team, including definition of roles, skills and expertise, professional accreditation and allocation of tasks.*
- *Sample Project: Please outline an outstanding project undertaken in the past 12 months, including the objective and outcomes.*
- *Innovation: Please include details of any unique efforts or uses of technology that have improved efficiency and outcomes for the client.*
- *Teamwork: Outline any challenges faced and how the team demonstrated collaboration, creativity and flexibility to overcome them.*
- *Impact: Summarise the contribution and achievements of the team, outlining how the work demonstrated the importance of high quality professional accountancy advice and the resulting benefits to the client and practice.*
- *Please include any other statements or facts that support the entry, and testimonials from clients, the team's head of department or supervisor where possible.*



This awards recognises the individual in an organisation with overall responsibility for the finances of that organisation or a division of it who can best demonstrate an exceptional contribution to the success of their organisation.

The winner can be nominated by themselves or anyone within their organisation that believes the individual concerned has made a significant contribution via their activities or influence. Please ensure that you have the permission of the nominee before making the submission.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Please provide a one page CV that describes the nominee's career to date, age and qualifications (as part of the 5 A4 page entry).*
- *Quality of service: Has the individual heightened the quality of service since being in position? Does the work match or exceed the initial objectives?*
- *Leadership: Outline how the individual has displayed strong leadership qualities, excellent communication skills, commitment and enthusiasm for the role.*
- *Innovation: Please include details of any unique efforts or uses of technology introduced by the individual that has successfully improved the performance of the organisation.*
- *Impact: Summarise the individual's contribution to the growth and success of the organisation, quantifying where possible.*
- *Please include a testimonial from the individual's head of department or supervisor where possible.*



This award recognises any organisation from industry, practice, public sector or financial services that can best demonstrate an excellent working environment for accountancy or finance professionals.

Submissions can be made by the organisation directly, or by a staff member. If you are nominating the organisation you work for, please ensure you have their permission to do so.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees and key teams in the organisation.*
- *Personnel Strategy: Outline how your organisation recruit, develop and retain staff, demonstrating how the strategy has benefited the organisation.*
- *Employee Engagement: Outline how the organisation communicates and engages with employees and how this made a difference to the organisations performance.*
- *Benefits and Rewards: Outline the employee benefits package and other rewards, including details of any unique offerings.*
- *Employee Satisfaction: Please include facts and figures outlining employee satisfaction, including any downward trends in annual figures.*
- *Include any other facts or statements that you feel are relevant to support the entry.*



This award recognises the professionally qualified accountant within a practice who can best demonstrate an exceptional contribution to the success of their organisation.

The winner can be nominated by themselves or anyone within their organisation that believes the individual concerned has made a significant contribution via their activities or influence. Please ensure that you have the permission of the nominee before making the submission.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Please provide a one page CV that describes the nominee's career to date, age and qualifications (as part of the 5 A4 page entry).*
- *Quality of service: Has the individual heightened the quality of service since being in position? Does the work match or exceed the initial objectives?*
- *Leadership: Outline how the individual has displayed strong leadership qualities, excellent communication skills, commitment and enthusiasm for the role.*
- *Innovation: Please include details of any unique efforts or uses of technology introduced by the individual that has successfully improved the performance of the organisation.*
- *Impact: Summarise the individual's contribution to the growth and success of the organisation, quantifying where possible.*
- *Please include a testimonial from the individual's head of department or supervisor where possible.*



This award recognises the professionally qualified accountant working in the industry who can best demonstrate an exceptional contribution to the success of their organisation.

The winner can be nominated by themselves or anyone within their organisation that believes the individual concerned has made a significant contribution via their activities or influence. Please ensure that you have the permission of the nominee before making the submission.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Please provide a one page CV that describes the nominee's career to date, age and qualifications (as part of the 5 A4 page entry).*
- *Quality of service: Has the individual heightened the quality of service since being in position? Does the work match or exceed the initial objectives?*
- *Leadership: Outline how the individual has displayed strong leadership qualities, excellent communication skills, commitment and enthusiasm for the role.*
- *Innovation: Please include details of any unique efforts or uses of technology introduced by the individual that has successfully improved the performance of the organisation.*
- *Impact: Summarise the individual's contribution to the growth and success of the organisation, quantifying where possible.*
- *Please include a testimonial from the individual's head of department or supervisor where possible.*



This award recognises the professionally qualified accountant within a practice who can best demonstrate excellence beyond that which is normally expected from an industry professional who, on 31st December 2019, is not more than 30 years old.

The winner can be nominated by themselves or anyone within their organisation that believes the individual concerned has made a significant contribution to the organisation. Please ensure that you have the permission of the nominee before making the submission.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Summarise the nominee's career to date including their age and qualifications achieved.*
- *Quality of service: Outline how the individual exceeded expectation through their work.*
- *Teamwork: Outline how the individual has contributed to the success of their team, and displayed commitment, enthusiasm and flexibility in the role.*
- *Innovation: Please include details of any unique efforts or uses of technology introduced by the individual that has successfully improved the performance of their team or the organisation as a whole.*
- *Impact: What makes this individual stand out from colleagues? Outline their achievements to date, summarising their contribution to the growth and success of the organisation.*
- *Please include a testimonial from the individual's head of department or supervisor where possible.*



This award recognises the professionally qualified accountant working in industry, including financial institutions, who can best demonstrate excellence beyond that which is normally expected from an industry professional who, on 31st December 2019, is not more than 30 years old.

The winner can be nominated by themselves or anyone within their organisation that believes the individual concerned has made a significant contribution to the organisation. Please ensure that you have the permission of the nominee before making the submission.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Summarise the nominee's career to date including their age and qualifications achieved.*
- *Quality of service: Outline how the individual exceeded expectation through their work.*
- *Teamwork: Outline how the individual has contributed to the success of their team, and displayed commitment, enthusiasm and flexibility in the role.*
- *Innovation: Please include details of any unique efforts or uses of technology introduced by the individual that has successfully improved the performance of their team or the organisation as a whole.*
- *Impact: What makes this individual stand out from colleagues? Outline their achievements to date, summarising their contribution to the growth and success of the organisation.*
- *Please include a testimonial from the individual's head of department or supervisor where possible.*



This award recognises the part qualified accountant working in industry, practice, public sector or financial services that can best demonstrate excellence beyond that which is normally expected from a team member. We define a part qualified accountant as an individual that is mid-stream through their professional accounting qualification.

The winner can be nominated by themselves or anyone within their organisation that believes the individual concerned has made a significant contribution to the organisation. Please ensure that you have the permission of the nominee before making the submission.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Summarise the nominee's career to date including their age and current role and responsibilities.*
- *Education history: Summarise the nominee's education history, including qualifications achieved, the awarding institute(s) and plans for further education.*
- *Quality of service: Outline how the individual has exceeded expectation through their work.*
- *Teamwork: Outline how the individual has contributed to the success of their team, and displayed commitment, enthusiasm and flexibility in the role.*
- *Impact: What makes this individual stand out from colleagues? Outline their achievements to date, summarising their contribution to their team.*
- *Please include a testimonial from the individual's head of department or supervisor where possible.*



This award recognises the most effective use of technology in Ireland's Accountancy and Finance industry. This may be via the introduction of a new technological product or by using existing technology more efficiently.

Submissions can be made by either the technology provider or end user.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Background: Please outline the technology nominated including a summary of its uses and benefits.*
- *Key Projects & Initiatives: Please provide a brief description of significant projects or initiatives that utilised the technology nominated, detailing how the organisation successfully integrated the technology.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating how the technology helped the outcome or was a positive force for change.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth and benefits to the end user.*
- *Include any other facts or statements that you feel are relevant to support the entry.*



This award recognises the organisation working in Ireland's Accounting and Finance industry that can best demonstrate a significant contribution to the welfare of the local community through an effective Corporate Social Responsibility (CSR) initiative or programme. Initiatives may include, but are not limited to, community projects, fund raising, sponsorship, work placement schemes or encouraging the active involvement of the community in local initiatives.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Background: Please outline the CSR initiative or programme implemented over the past 12 months. What was the origin of the programme?*
- *Strategy & Initiation: Please provide a brief description of the strategy undertaken to achieve the initiative's aims and objectives. How was it initiated?*
- *Challenges: Please outline any challenges that were faced, how they were overcome and the successes achieved. What lessons were learned?*
- *Outcome and Results: Summarise the outcome of these efforts, specifying the contribution to the local community and also your own organisation. Please include facts and figures where possible.*
- *Project Excellence: Summarise why you feel this CSR initiative or programme deserves special recognition for this award.*



This award recognises the organisation working in Ireland's Accounting and Finance industry that can best demonstrate an initiative or project which shows a commitment to sustainability. This may be through a reduced carbon footprint, a change process within the organisation, a new partnership that demonstrates tangible evidence of environmental benefit or the use of energy saving products and methods.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Background: Please describe the sustainability initiatives and green practices implemented within your organisation over the past 12 months.*
- *Targets: Please outline any targets set relating to these initiatives and how they were rolled out across the organisation. This may include energy and waste management or any efforts to source local, Irish and sustainable products and services.*
- *Organisation Commitment: Please describe the commitment that has been made to staff training and communication for the initiative(s). What is the level of senior management buy in? Does it form a central part of the culture?*
- *Outcomes and Results: What have been the practical benefits of the initiative? Show measurable outcomes, with comparisons to previous years where possible. Have you been the recipient of any accreditation, benchmarking or external validation on the back of this work?*
- *Include any other facts or statements that you feel are relevant to support the entry.*



This award recognises the Irish-based third level institution, technical training college or organisation that can best demonstrate excellence in the delivery and development of knowledge or skills in the Accountancy Profession.

Entry is by a five A4 page submission. The judges will be looking for clear information that is backed up by facts and pays particular attention to the criteria listed below:

- *Background: Please outline the size and nature of your organisation.*
- *Programme: What is the curriculum or programme? Please detail curriculum development, student/delegate numbers and course accreditation and affiliation.*
- *Development: How did the course prepare or develop the students/delegates for their career in Accountancy?*
- *Excellence in Education and Training: Provide examples where an individual or the institution has gone beyond curricular requirements to facilitate students or delegates.*
- *Industry Exposure: Outline the exposure of students/delegates to the wider community. This may include details of invited speakers, research, or industrial experience in any relevant institutions both nationally and globally. Please provide details on dissemination of studies to the broader community. This may include publications, workshops, student awards or details of any competitions entered and prizes attained.*



This award recognises the **online accounting firm** which can best demonstrate excellence over the past 12 months.

NB: If you are a third-party company who provides an online service to accountancy firms (e.g. online accounting software providers), then please [contact our Entry Advisors](#) immediately in relation to being involved.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the online practice, including the number of employees, services provided, systems you use, when it was established and relevant industry achievements and accreditations.*
- *Business growth: Please outline significant and specific activities that have contributed to business growth. This may include, but is not limited to, client gains or retention, sectoral growth, a boost to operational performance or personnel development.*
- *Innovation: Demonstrate the innovative aspects of your offering, what sets you apart from the rest and how do you deliver effective value-added services?*
- *Customer focus: Please describe how the online practice provides outstanding and professional service, demonstrating how it has benefited clients.*
- *Please include any other statements or facts that support the entry.*



This award will go to the organisation working in Ireland's Accounting and Finance industry that has been offering a best-in-class graduate training and development programme over the past 12 months.

Entry is by a 5 A4 page submission. The judges will be looking for clear information backed up by facts, which places particular emphasis on the criteria listed below:

- *Demonstrate how the graduate training programme was developed and outline its objectives.*
- *Provide an overview of how the programme has been implemented over the past 12 months, giving specific examples.*
- *Demonstrate the real business benefits of the programme and ROI, providing positive feedback (i.e internal or external stakeholders) where appropriate.*
- *Demonstrate how the programme benefits the graduate, providing positive feedback (via internal surveys or testimonials) where appropriate.*
- *Provide evidence of how you monitor and measure its success against the stated objectives.*
- *Excellence in Training & Development: Provide examples where your organisation has gone beyond curricular requirements to facilitate the graduates, including the number of hours per week devoted to training.*



This award recognises the SME finance advisory team working for a small-to-medium size accountancy practice that can best demonstrate a high level of professional advice to their client(s) in relation to financing business growth projects up to €1M.

Entry is by a 5 A4 page submission; the judges will be looking for clear information backed up by facts that pays particular attention to the criteria listed below.

- *Team background: Please outline the members of the team, including definition of roles, skills and expertise, professional accreditation and allocation of tasks.*
- *Sample Project(s): Please outline an outstanding project (or multiple projects) undertaken in the past 12 months, including the objective and outcomes.*
- *Innovation: Please include details of any unique approach that resulted in a better outcome for the client.*
- *Teamwork: Outline any challenges faced and how the team demonstrated collaboration, creativity and flexibility to overcome them.*
- *Impact: Summarise the contribution and achievements of the team, outlining how the work demonstrated the importance of high quality professional accountancy advice and the resulting benefits to the client and practice.*
- *Please include any other statements or facts that support the entry, and testimonials from clients, the team's head of department or supervisor where possible.*

Sample Entry Template

Introduction

Company Background

Summary of Project Team

Submission Overview — Aims & Objectives

Main Body of Entry

Address the Category Criteria Points:

- *Point 1*
- *Point 2*
- *Point 3*
- *Point 4*
- *Point 5*

Supporting Materials

Graphs, Tables, Pictures, Screenshots, Testimonials etc. that supports the entry

Summary

Main Outcomes & Achievements
of Submission