WELCOME TO ICNZB

Your Guide to Membership

New Zealand's professional home for bookkeepers, by bookkeepers.

Certification · Standards · Community · Advocacy · Professional Development

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icnzb.org.nz

ICNZB
Institute of Certified NZ Bookkeepers

WHY JOIN ICNZB?

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Bookkeeping is a profession that demands precision, trust, and ongoing professional development. But it can also be isolating, particularly when you're working on your own and trying to keep up with a constantly changing regulatory environment.

That's where ICNZB comes in. We are New Zealand's premier professional body dedicated exclusively to bookkeepers, providing the recognition, resources, and community that help you build a successful, sustainable career.

Why belonging to ICNZB matters

Professional body membership signals to clients, employers, and the accounting industry that you operate to a recognised standard. It provides a framework for ongoing development, connects you with peers facing similar challenges, and ensures you're represented in the conversations that shape your profession.

In an industry where trust is everything, membership is one of the clearest ways to demonstrate your credibility, from the moment a potential client discovers you to the day they recommend you to a colleague.

Whether you're just starting out, growing your practice, or looking to achieve the highest level of professional recognition, ICNZB has a membership pathway designed for you.

ICNZB's point of difference

- ★ **Certification:** A clear, nationally recognised pathway from Associate through to Master Bookkeeper®, with the Accredited Bookkeeping Business (ABB) endorsement for practice owners.
- ★ **Professional Standards:** Resources, CPD, and guidance that keep you current, confident, and compliant.
- ★ **Industry Voice:** Active advocacy on behalf of bookkeepers in regulatory and industry discussions across New Zealand.
- ★ **Supportive Community:** Connect with a network of like-minded peers who share knowledge and experience and encourage collaboration over competition.

> “By joining ICNZB, you gain access to resources and training that keep you updated on industry best practices and regulations, ensuring you stay competitive and compliant.”
>
> **— ICNZB Member**

EVERYTHING YOU RECEIVE AS A MEMBER

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Joining ICNZB provides bookkeepers with a complete professional support system. Here's what's included in your membership:

Community & connection	A nationwide network of bookkeeping professionals who share knowledge, experience, and support through our active members-only social media community.
Find a Bookkeeper directory	Once certified, your profile is listed where clients actively search for Certified Bookkeepers® — a marketing tool from day one.
Member Hub & resources	Access to the Member Hub, Marketplace, Classifieds, Knowledge Base, fact sheets, and templates built by bookkeepers, for bookkeepers.
CPD & webinars	Ongoing learning opportunities including webinars and the annual Bookkeepers Rate Guide to keep you and your practice at the forefront of the profession.
Events & networking	From New Zealand's premier conference for bookkeeping professionals, Bookkeepcon™, to regional meetups and Global Bookkeeping Week — benefit from learning combined with rewarding professional connection and community.
Advocacy & representation	ICNZB actively represents your interests in regulatory and industry discussions across New Zealand.
Partner benefits & discounts	Exclusive member pricing with preferred software partners, insurance providers, and industry suppliers.
Member-only communications	Timely updates on compliance changes, payroll law, IRD consultations, and industry news.
Excellence Awards	Celebrate achievement through ICNZB's recognition programmes and member awards.

"My ICNZB membership played a direct role in helping to grow my client base. A professional certification can go a long way towards the foundations of a strong and trusted business reputation."

— Sarah Wagteveld, ICNZB Member

MEMBER EVENTS

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Throughout the year, ICNZB hosts a range of events designed to combine professional learning with genuine networking and connection.



Bookkeepcon™ — New Zealand's Premier Bookkeeping Conference

Bookkeepcon™ is the highlight of the ICNZB events calendar. New Zealand's dedicated annual conference for bookkeeping professionals attracts members from across the country for two days of expert speakers, CPD sessions, workshops, connection, and networking.



Regional Meetings

ICNZB holds regional meetings throughout the year, bringing local bookkeepers together for peer learning, discussion, and connection in your area.



Webinars & Online Learning

Stay current without leaving your desk. ICNZB's regular webinar programme covers compliance updates, practical skills, industry trends, and CPD content, accessible wherever you are in New Zealand.



Global Bookkeeping Week

An annual celebration of the bookkeeping profession, Global Bookkeeping Week is an opportunity to participate in events, showcase your expertise, and connect with bookkeepers worldwide.

> “Attending Bookkeepcon for the first time can be nerve-wracking, but you're never truly alone. What starts as a moment of courage can lead to lifelong friendships, career-defining inspiration, and a sense of community that keeps you coming back year after year.”
>
> **— ICNZB Member**

MEMBERSHIP PATHWAYS

2024

Wherever you are in your bookkeeping career, ICNZB membership is designed to grow with you. Here's who we support:

Student	Associate	Certified Bookkeeper®	Master Bookkeeper®	Accredited Business
For those engaged in NZQA Bookkeeping Micro-credentials	Entry-level: Starting out or re-engaging	Recognised competence & professional standing	Top tier: 4+ yrs Certified, ethics & PI insurance	Practice owners: directory, badge & staff rates

Student Membership — the first step
Studying bookkeeping? Our one-year Student Membership is available to students enrolled in the NZQA Bookkeeping Micro-credentials. As a Student Member, you'll gain access to valuable resources, support and connection with the bookkeeping profession while you study.

Associate Membership — your foundation
Your starting point before becoming Certified. Ideal for those just beginning a bookkeeping career, employees needing professional development access, or established bookkeepers who want to keep their foot in the door. To join, simply complete the online application and pay the membership fee.

Certified Bookkeeper® — recognised professional standing
Available to those who have passed the Certified Bookkeeper® and Code of Ethical Conduct assessments. Gain recognised professional standing and credibility among clients, employers and accounting practices that you meet a nationally acknowledged standard of competence. Ideal for self-employed bookkeepers, bookkeeping practice owners, employees in bookkeeping roles, and bookkeepers within accounting practices.

Master Bookkeeper® — the top tier
After four years of ICNZB Certified Bookkeeper® membership, you can apply for Master Bookkeeper® status, the highest level of professional recognition in New Zealand bookkeeping. Eligibility requires completing the Master Bookkeeper® exam and Code of Ethical Conduct assessment, plus holding Professional Indemnity insurance.

Accredited Bookkeeping Business (ABB) — for practice owners
Running a bookkeeping practice? The ABB endorsement elevates your business with a dedicated directory profile, an official ABB badge, and reduced membership rates for your team. It's designed to make it easier to grow a credible, visible, professional practice.

"As New Zealand's first recognised professional body with Inland Revenue, ICNZB membership provides the credibility to grow and develop not only yourself as a Bookkeeper, but also validate your business as a professional bookkeeping service."

FREQUENTLY ASKED QUESTIONS

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Who is eligible for Student Membership?
Student membership is available only to those enrolled in an ICNZB/NZQA Bookkeeping Micro-Credential course (Basic Accounting Principles and Software or Accounts Payable, Accounts Receivable & Taxation for SMEs)

Do I need formal qualifications to join ICNZB?
No formal qualifications are required to apply for Associate Membership. Unless you're joining as a student, all members start at Associate level. To progress to Certified Bookkeeper®, you'll need to demonstrate relevant experience and competence through the ICNZB assessment process.

What is the difference between Associate and Certified Bookkeeper® membership?
Associate Membership is your entry point — ideal for those starting out or returning to the profession. Certified Bookkeeper® is the next tier, available only after you pass the Certified Bookkeeper® assessment. A Certified Bookkeeper® membership provides nationally recognised professional standing and demonstrates your competence to clients, employers, and the wider accounting industry. You must hold Associate membership before applying for Certified.

How long does it take to become a Master Bookkeeper®?
You must hold ICNZB Certified Bookkeeper® membership for a minimum of four years before applying for Master status. The process also involves completing the Master Bookkeeper® exam and Code of Ethical Conduct assessments, and holding Professional Indemnity insurance.

What CPD requirements do members have?
CPD requirements vary by membership level. ICNZB provides a wide range of CPD-eligible activities including webinars, the annual Bookkeepcon™ conference, regional meetings, and online resources — making it straightforward to meet your requirements while continuing to grow professionally.

What is the Accredited Bookkeeping Business (ABB) endorsement?
The ABB endorsement is for bookkeeping business owners. It provides a business profile listing on the Find a Bookkeeper Directory, an official ABB badge to showcase on your website and marketing, and reduced membership rates for your team members.

Can I attend Bookkeepcon™ if I'm not yet a member?
While members receive preferential pricing and registration access, Bookkeepcon™ is open to both members and non-members. We welcome professionals from across all industries who want to learn, connect and contribute to the future of bookkeeping in Aotearoa New Zealand.

How do I get listed in the Find a Bookkeeper directory?
Certified Bookkeeper® members are listed in the Find a Bookkeeper Directory. ABB-endorsed businesses receive an additional directory profile, available only to those with a Certified Bookkeeper® and Master Bookkeeper® membership.

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JOIN ICNZB

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If you're a bookkeeper in New Zealand, this is where you belong. Joining ICNZB is simple, and you can start engaging with the community from day one.

Your next steps

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Step 1 — Choose your foundation

Start with a Student Membership or Associate Membership — the foundational steps before progressing to Certified Bookkeeper®. Visit icnzb.org.nz to review membership options and fees.

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Step 2 — Complete your online application

Head to icnzb.org.nz/membership and complete the straightforward online application. It takes just minutes. Pay the membership fee, and you're in.

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Step 3 — Start engaging with your new community

Access the Member Hub, directory listing, events calendar, and CPD resources from day one. Begin your journey toward Certified or Master Bookkeeper® status.



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