

FINANCIAL MANAGEMENT & CONSULTING

Financial management is increasing very important in enterprise development. We provide under-listed services to enhance capabilities of enterprises:

- ▶ Business planning and strategic management.
- ▶ Treasury services.
- ▶ Financial appraisal and feasibility studies.
- ▶ Review and development of procedural and accounting manuals.
- ▶ Due diligence and corporate mergers and dissolutions.
- ▶ Development planning and management.
- ▶ Training and facilitation of participatory and strategic planning.
- ▶ Monitoring and evaluation workshops/seminars.
- ▶ Business valuations.
- ▶ Salary surveys.
- ▶ Review and determination of compensation packages (including collective bargaining agreement).
- ▶ Funds and property management.
- ▶ Software development support.

COMPANY SECRETARIAL SERVICES

Our services include provision of:

- ▶ Investment advisory services.
- ▶ Registration of business and associated services.
- ▶ Keeping and maintain statutory records of clients.
- ▶ Assistance in filing of mandatory submission to the Registrar of companies.
- ▶ Lodgment of documents and payment of associated fees on client's behalf.
- ▶ Advice on maintenance of list of statutory documents.

ACCOUNTING SOFTWARE

We install and train clients for the effective usage of the following software:

- ▶ Tally
- ▶ Sage
- ▶ Quick Books
- ▶ Peachtree

KEY PERSONNEL PROFILE

PAUL NII ANANG BOYE

ICA (Gh), MBA, CE (Gh), CICTA (Gh),
PMP, ACMA, CGMA

(19 years of experience)

CLIFFORD BOAFO

BSc (Accounting), MBA (Fin), FCCA,
CA (Gh)

(26 years of experience)

DANIEL DOMAKA

HND Accountancy, ICA (Gh)

(9 years of experience)

OTHER STAFF

PAD Consult Services also has a number of qualified professionals with a wide range of experience in industry and public practice who provide excellent support to the above listed key personnel.

CONTACT PERSON

Paul Nii Anang Boye (024-591-2363)

Daniel Domaka (055-316-6043)

Clifford Boafo (024-434-7938)



**TAX ADVISORY,
ASSURANCE &
MANAGEMENT
CONSULTANTS**

BUSINESS PROFILE

OUR CREDENTIALS

We are a dynamic knowledge driven public accounting firm serving local and international clients. We are committed to knowledge and best practice and we ensure efficient and effective services delivery to all our clients with client success central to our business approach. At PAD Consult Services we fulfil clients' needs from concept to completion.

We serve growth-oriented owner-managed businesses with expanding local and international requirements, government agencies and companies, institution and non-profit organizations that require high quality specialist services at affordable costs. We have demonstrated, on jobs that we have executed, that rendering high quality services at affordable costs are achievable.

We ensure direct executive participation in all our engagement and we deliver flexibility, specialist expertise, closeness and personal service of a higher than average local firm standard in order that the needs of clients can be addressed timely. This is an advantage we possess over our competitors whose relationship with their clients may often prove to be impersonal or not time conscious.

OUR MISSION

Our mission is to be the services provider of choice for organization that require high quality services at affordable costs.

We focus on how to add value to our client's businesses by bringing together, to each assignment, a great array of expertise from our skilled professionals. We are dedicated to the provision of quality and timely services to meet client satisfaction.

COMMITMENT

We are committed to long term relationship as your trusted advisor. We are structured to give you quicker access to our senior professionals who will give you straightforward and practical technical advice and we take time to listen.

OUR CORE BUSINESS

The bulk of our business is in audit, accounting and taxation. The firm has the expertise and skill to provide quality services in the following business areas:

- ▶ Audit & Accounting
- ▶ Tax Advisory & Outsourcing
- ▶ Company Secretarial Services
- ▶ Financial Management and Consulting
- ▶ Business Planning and Strategic Management

AUDIT

Our Audit clients cut across all sectors of the Ghanaian economy and include regional and local owner-managed companies. Our audit approach is risk based and our methodology enables us to comply with requirements of international standards on auditing, and statutory and other professional requirements. Our approach is centered on:

- ▶ Obtaining an understanding of the business entity and its operating environment.
- ▶ Identifying and assessing the risks of material misstatement in the financial reports.
- ▶ Designing strategies to respond to the risks.
- ▶ Choosing appropriate procedures to respond to the risks and obtain sufficient, relevant evidence supporting significant financial statement assertions.
- ▶ Carrying out rigorous quality control and review procedures over audit performance.
- ▶ Forming an opinion and reporting under the applicable laws and standards.
- ▶ Our procedures set standards on such matters as independence, confidentiality, training and quality control.

ACCOUNTING

Accounting services we provide include:

- i. **Bookkeeping:** We prepare books of account for clients from basic records such as invoices, receipts, bills, payment vouchers and other relevant documents supporting transactions.
- i. **Financial Statement Preparation:** We prepare periodic financial statements and supporting details in accordance with statutory requirements and the International Financial Reporting Standards for audit by client auditors.

ii. **Provision of VAT Services:** We assist clients to prepare monthly VAT returns and submit these to the Ghana Revenue Authority on their behalf.

iii. **Payroll Services:** Payroll outsourcing is a major service. Line for our Firm. We prepare payrolls for clients and arrange to pay statutory deductions to relevant authorities, including the Ghana Revenue Authority for taxes deducted and the Social Security & National Insurance Trust (SSNIT) and other pensions Fund Managers for pension deductions and contributions.

iv. **Accounting Reconciliations:** We assist clients to undertake complex reconciliation of accounts and balances.

TAX SERVICES

We provide a vast range of services to meet the domestic tax needs of our clients and we have, on various occasions, provided tax advisory services to various clients on their domestic operations and their international partners or related parties.

We provide innovative and creative ideas, as well as fulfil the compliance needs of clients.

Our Services Include:

- ▶ Assistance in preparing tax documentation and reports meeting statutory requirements for submission to the Ghana Revenue Authority.
- ▶ Support clients in preparing taxable income and declarations regarding annual results.
- ▶ Provision of advice relating to corporate tax implication of business transactions referred to us.
- ▶ Assistance to clients in dealing with assessment, correspondence and queries raised on corporate tax returns and advise management on any action required.
- ▶ Update clients regarding new tax requirements in the country.
- ▶ Provision of shareholder and owner-manager tax planning activities.
- ▶ Apply for extensions, if applicable, in time to file annual returns.
- ▶ Tax health checks to ensure clients regularly and continuously comply with requirements of the tax laws.