



**ACCOUNTING
SERVICES LTD**

Chartered Accountants

Company Profile

✉ info@kbaccountingmw.com

🌐 www.kbaccountingmw.com

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ABOUT US

KB Accounting Services Limited is an Accounting and consulting firm established in 2014 with the Aim of providing a wide range of business solutions to companies in variety of industries, organization & individuals. KB Accounting Services Limited has a comprehensive understanding of accounting systems and is detailed with knowledge in Audit, Taxation, Business Advisory and consultation; tax planning and accounting services.

Our strong business skills, coupled with our willingness and ability to learn new concepts And operations methods makes us a formidable operator in any business solution project. In our present engagements, we have achieved exceptional results when involved in Accounting & Bookkeeping, Taxation and Auditing of Limited companies, Small and Medium Enterprises (SME's), small organizations and International Non-Profit Making Organisations.

The corporate Head office is situated in Area 3 Lilongwe, Behind NBS Bank, European Business Centres 3, Second Floor, Office 14. The company has another office situated along Masauko Chipembere Highway, Opposite Old UDF Office, City Plaza Building, Business & Communication Centres 3, Second Floor, Room 33.

Since inception KB Accounting Services Limited has experienced tremendous growth in terms of clients, partnership, and Staff. On behalf of the KB Accounting Services Limited Team, I thank you earnestly for considering partnering with us and welcome you to peruse our company profile for the services that we offer.

For: KB Accounting Services Limited
Joseph Kadzakumanja,

Managing Director



OUR VISION

To be a One Stop Business Solutions in Malawi by providing cutting edge Professional Services designed to create value for our clients while making a difference and develop the community through our investment in people, technology and innovation.

OUR MISSION

We strive to champion the needs of our clients through the provision of customized services that enhance the growth of their businesses. We Desire to see business and organisations growing while minimising risks that can lead them to cease operating.

OUR CORE VALUES

CLIENT CENTRIC SERVICE : We understand that For Us to exist is Because of the Client; therefore we work to exceed our Client expectations by providing premium solutions that suit their business need while continuously deepening knowledge of our business and the skills of everyone within it. We Listen, Understand, and Deliver!

INTEGRITY

We are committed to our values and we protect our company culture through our commitment to possessing integrity at an organizational level. Our values and morals are clearly reflected in our work. We always deal with our clients and our colleagues in a fair and ethical manner therefore gaining Loyalty and trust through our actions.

INNOVATIVE

We believe in using technological advancement to provide solution therefore, we constantly strive to redefine the standard of excellence in everything we do. As a client focused organization with an innovative culture, our team focuses on consistently giving optimal solutions

PERSONAL DEVELOPMENT

We believe that the strength of our company lies in the strength of our people hence, We Work together with our colleagues and our clients for the best solutions. We ensure our staffs are getting knowledge of all the changes in the Accounting and audit world.



**WE STRIVE TO
CHAMPION THE
NEEDS OF OUR
CLIENTS**

WHY CHOOSE US?

KB Accounting Services is the team of Exceptional, passionate, client centric, Result Oriented and energetic professionals who are here to render high quality professional services. With the combination of expertise and An Exceptional Team, we offer most cost-effective and high-technology services to our clients. Owing to our values, we have transparent business dealings as we aim to create a comfortable and secured environment for our clients for their confidential data and information.

KB Accounting Services Limited is dependable, consistent, steadfast and trustworthy. We complete our assignment in time and provide feedback to clients. We no past or present litigation, dispute or pending court case. We use our internal Client Response Management to monitor our client's work and to continue improving on our services hence providing customer satisfaction which has resulted in high client retention.

We provide a platform for decision making for growth of all our clients' businesses as we ensure that their businesses have accurate and sufficient accounting records to enable them make sound Businessdecision. We Provide businesses, groups and individuals with financial management skills while ensuring that business resources are protected against theft and fraud. KB accounting Services Assures to help your business pay less taxes legally, avoid tax penalties, while following standard and professional accounting, bookkeeping and Auditing.

OUR SERVICES

GOOD BOOKKEEPING AND ACCOUNTING SYSTEMS IS A KEY TO BUSINESS GROWTH



1) ACCOUNTING & BOOKKEEPING SERVICES

Accounting and bookkeeping is a necessity of every organization irrespective of its size. KB Accounting Services has a dedicated accounting Team, specializing in comprehensive accounting and Book keeping services for small and medium sized entities. The Team ensures that businesses are kept abreast of their financial state, and comply with relevant accounting standards, including the International Financial Reporting Standard (IFRS).

OUR ACCOUNTING AND BOOK KEEPING SERVICES INCLUDE:

- Setting up Accounting Systems/ Accounting System Review
- Budgeting & Forecasting
- Cash Management
- Financial Statements Preparation
- Stock Management
- Accounts Reconciliation
- Spread Sheet Design
- Company performance Reviews
- Bookkeeping Services (Manual, QuickBooks Online, QuickBooks Desktop, Sage 50 Accounts) Costing (Activity Based Costing)



2) TAXATION SERVICES

The Malawi taxation landscape is continually changing. At KB Accounting Services, our tax specialists help you navigate through the increasingly complex tax environment. Whether an individual taxpayer, corporate, or trust, it is essential that your financial affairs are managed in a way that is both tax effective and compliant with the law. KB Accounting Services Provides a complete in-house service covering a wide range of tax matters which include:

TAX MATTERS

- Tax Registration
- Tax Representation
- Taxability analysis
- Tax Audits & health Checks
- Tax Advisory and Planning
- Computation and filing of Personal and Corporate Tax Returns
- Tax Clearance Certificate facilitation
- Appeals on Tax Assessment

OUR TAXATION SERVICES ALSO COVERS THE FOLLOWING TAXES:

- Income Tax
- Value Added Tax (VAT)
- Withholding Tax (WHT)
- Provisional Tax
- Fringe Benefit Tax (FBT)
- Non-Resident Tax (NRT)
- Excise
- Payroll Tax



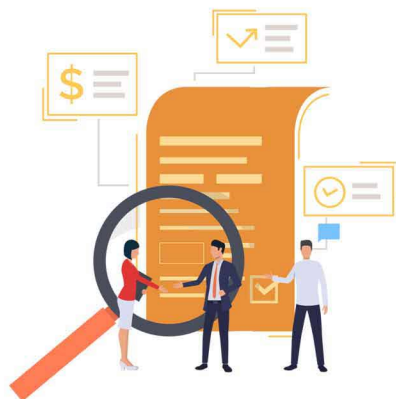
3) ADVISORY

When facing important strategic decisions, it helps to have the advice and assistance of someone with proven expertise, experience, and an external business perspective. Do you know the true potential of your business? And do you know how to access or interpret the management information you need to get answers? At KB Accounting Services, our advisory team can source and analyze critical management information to assist your business with the strategic decision making process. We advise our clients and implement systems to ensure that they have the information they need for future growth. The failure of many a business is mainly due to a lack of accurate management information and the knowledge to interpret it. Our team will show you how to transform every project or venture you tackle, radically, and how to do so with innovation and enthusias.



4) AUDIT

Regardless of business type or size, auditing is an essential service for companies and organisations. KB accounting Services Provides quality audit services for Companies and organisations. We listen to your needs, analyse business implications and tailor our approach accordingly. We are equipped with state of art tools and techniques along with dedicated professionals to evaluate potential opportunities and risks therefore delivering effective auditing services. We understand a value adding auditing service focus on scope of business improvement rather than merely preparing financial statements and reporting on figures. Our audit professionals regularly communicate with your Financial Management team to ensure cohesion in both auditing and business analysis. Our audit includes:



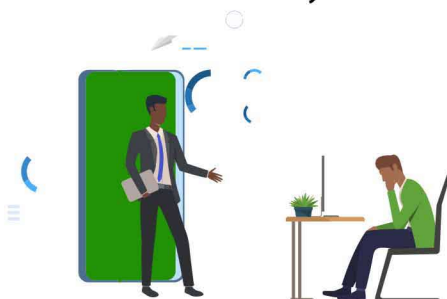
- Internal Audit
- External Audit
- Special Assignment Audit



5) HR & RECRUITMENT SERVICES

We provide the following services:

- Payroll Management
- Developing Employee Handbook
- Drafting Contracts
- Processing Work Permits & Other Immigration processes
- Management Audits
- HR Consultancy and Advisory



**“POOR HUMAN RESOURCES
MANAGEMENT HAS SENT OUT
MANY COMPANIES”**

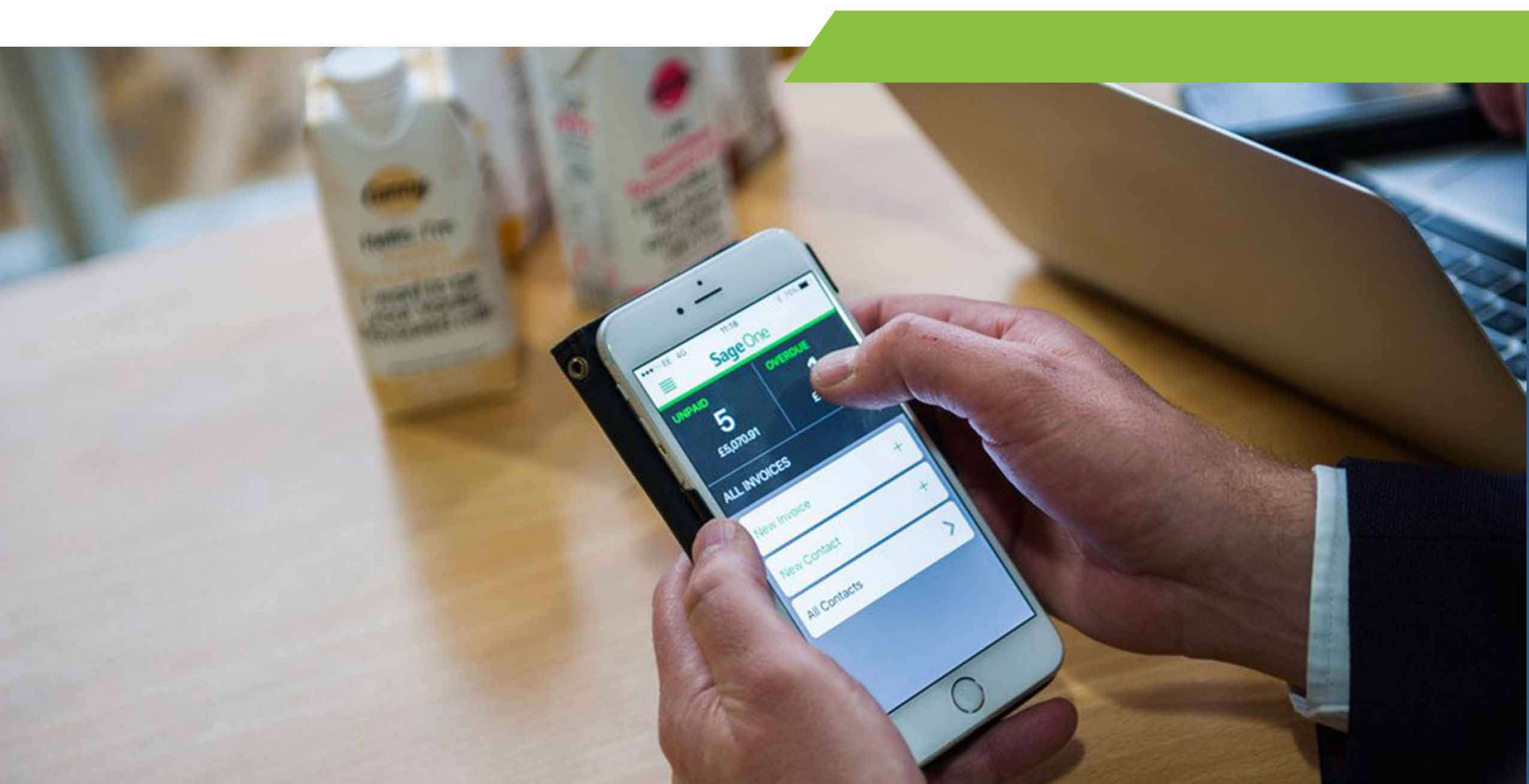
6) CORPORATE SECRETARIAL SERVICES

These services include:

- Formation of companies
- Incorporation and Filing of Annual Returns Undertaking routine compliance work
- Advising on company and business registration and de-registration and capital restructuring. Preparation of documents for annual general meetings
- Attending board meetings
- Advising the Registrar of Companies as to changes in policies or directorates of companies

7) ACCOUNTING PACKAGES

- QuickBooks Online
- QuickBooks Desktop
- Sage 50
- Excel Based Tailor made



OUR TEAM



Our team comprises of Chartered Accountants, Certified QuickBooks ProAdvisor and a group of specialized consultants to perform the consulting engagements on a job basis.

The Partner advocate for continuous staff professional development program to ensure the high professional calibre of its staff is maintained. The firm promotes its staff by encouraging them to participate in training programs including those of international level.

Our Team is headed by Managing Partner and supported by some key skilled and experienced graduates staff. The firm also maintains a pool of seasoned professionals who work regularly with us on consultancy basis to support the operation on a synergistic principle. The Partner has developed a mentorship and training programmer for upcoming professionals

JOSEPH KADZAKUMANJA

Managing Director

BAA_AIS, Dip Tech ICAM, CFA, Certified QuickBooks ProAdvisor, ICAM MEMBER (8 years Experience)

EMMANUEL NYIRENDA

Partner

FCCA, ACCA, CA (MW), ICAM MEMBER (12 years Experience)

BESTER KAYAYE

Partner

Dip in Journalism & Media Studies
BA in Edu & Business Studies

EVELYN LINDEIRE

Business Development Executive

B.ed

MOSES MALINGA

Senior Accounting Associate

BA Tech ICAM, CFA, ACCA (3 years Experience)

AMIRIHOEF MWECHUKMU

Accounting & Marketing Associate

Dip Tech, ICAM BAA, CFA

OUR CLIENTS

Our clients range from International NGO to small and medium Enterprises (SME) and individuals with their needs ranging from Audit, statutory Monthly returns, payroll and End Of year accounts to clearances, accounting software, with a wide range of other services offered.

Some of the companies we continue proudly to serve include:



Good Neighbours International
 International NGO, Korea. Finance and
 Administration Manager, Pontino Joseph
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 Email: pontinojoseph@gmail.com

Infracon
 Engineers, Malawi, Office Manager, Hazel Jali
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Friends of AIDS Trust
 NGO, Malawi, Finance Officer, Martin Sabola
 Cell: +265 884 272 231
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For A Change
 NGO, Malawi, Finance Director, Felix Simango
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Hilltop Academy
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 Email: prudencegovernor@gmail.com

Kalexius
 Switzerland, General Counsel, Pauline Zimmer-
 mann, Cell: 41 58 2550470

Winrock International
 INGO, Senior Program Officer, Sarah Tourville,
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 Email: sarah.tourville@winrock.org

Development Media International
 INGO, Country Operations Director, Will Bishop,
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OUR PARTNERS



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