



Certified Public Accountants, Project Managers, Auditors, Corporate Trainers, Financial & Strategic Consultants and Tax Advisors

COMPANY PROFILE

Our Services

-  Auditing & Assurances
-  Tax Consultancy & Advisory
-  Accounting & Book Keeping
-  Strategic Plans & Formulations
-  Training & Capacity Building
-  Asset Tagging & Verifications
-  Assets & Business Valuation
-  Monitoring & Evaluation
-  Project Management & Automation
-  Business Development Services
-  Business Automation
-  Company Secretarial Services
-  Baseline Surveys & Market Research
-  Feasibility Studies & Assessments
-  Policies & Procedures Formulations
-  Financial & Business Advisory

Bridging Financial Gaps



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1) INTRODUCTION

Quest & Associates Consulting Group is a **Business Consulting, Training & Auditing Firm** established by team of multi-national professionals to provide a wide range of services to companies operating in various industries, non-profit organizations, government institutions and individuals at large.

We deliver superior financial results to the investment community while contributing to the communities in which we live and work. We attract, recruit, and retain the most knowledgeable and passionate professionals, and we provide a collaborative culture that enables them to thrive professionally and personally.

-  We are always ready to listen to your concerns and goals and suggest business strategies - as if we are partners in your business. As your business grows and develops new challenges; you can count on us to be there for you to quench the challenges.

We go beyond the numbers. We care about you. We care about your business. We don't just serve our clients; we also give them values that's knows no boarder. We believe our value is unlimited.

• OUR MISSION

We provide organizations and individual with unique and customer focused financial & business solutions that fosters business growth, prosperity and continuous improvement at all times.

We serve our clients by providing the highest quality professional services that addresses their business concerns. We attract, recruit, and retain the most knowledgeable and passionate professionals, and we provide a collaborative culture that enables them to thrive professionally and personally. We deliver superior financial results to the investment community while contributing to the communities in which we live and work.

• OUR VISION

To be the leading Business Consulting, Auditing, Training Financial & Tax Advisory firm in the Great Eastern Africa region by bridging existing and potential financial gaps for all our clients by providing excellent professional services.

• OUR PHILOSOPHY

We are committed to continuously developing a good working relationship with each client-partner that will nurture an understanding of that client-partner's needs and, above all, maintaining the highest accounting and ethical standards of our professions and Quest Firm practices, Natural Justice laws of the country.



- ✓ We believe in the value of business mutual relationship that brings synergies and encompasses success. Our philosophy is to ask ourselves what we would want if we were in your place. **Your success is our success.**
- ✓ We view every client relationship like a partnership, and truly believe that **Our Business is to ensure your Business blossoms and flourishes.**
- ✓ We are always ready to listen to your concerns and goals and suggest business strategies - as if we are partners in your business. As your business grows and develops new challenges; you can count on us to be there for you to quench the challenges.

• QUALITY POLICY

We offer excellent services with professional touch with 3-Q Rule. **Quest Quality Quenches your business needs.**

The 3-Q Rule means that Quest and associates is committed to:

- ✓ To build a solid base with flexible policies to create an environment for innovation and development.
- ✓ To deepen the meaning of quality to each member of the company regardless of his/her job description.
- ✓ To progress the standard level of commitment to customers in fulfilling their demands.
- ✓ Continuously satisfying clients' needs in line with statutory requirements.
- ✓ To provide timely and quality cost effective services.
- ✓ Monitor client satisfaction and implement continual improvement programs.
- ✓ Accomplish quality objectives by maintaining a documented Quality Assurance System.
- ✓ To improve on our systems and processes
- ✓ Constant focus on quality through research, commitment and team work

• FIRM CONFIDENTIALITY POLICY

All employees are required to sign an acknowledgement of the firm's strict confidentiality policy regarding client information. The policy therefore ensures there is absolutely no drift of client's information to third parties. The firm also ensures that its staff is composed of seasoned professionals able to work independently with regard to professionalism and high levels of undisputable integrity.



2) ABOUT US

• OUR COMPANY

Quest & Associates is a financial management and consultancy firm which offers various financial and consultancy services. The firm has developed key competencies in public sector accounting, NGOs and commercial accounting. The firm has also been involved in capacity building to a number of institutions within the civil society and public sector. Besides being based in Nairobi, Kenya and World South Sudan, we continue to offer our services in the Greater Eastern Africa regions of Somalia, Kenya, Uganda, Tanzania, Rwanda & Burundi.

The firm boasts of a multidisciplinary team of professionals which includes Business Consultants, Auditors, Accountants, Trainers, Research Analysts and Tax experts, Engineers and legal practitioners. We have profound experience and knowledge in areas of finance and strategic management, research and surveys, internal and statutory auditing, business advisory, systems design and taxation planning, business automations among others.

CORE VALUES

CORE VALUE	OUR DEDICATION
Respect	Respect for distinctive skills, competence and contribution of each member of staff to organizational success. Dignity, worth and right of every human being irrespective of age, gender, ethnicity, social status, religion, race, diversity of opinion. To respect the value of our clients, developments partners and recognize their critical contribution to our vision.
Accountability & transparency	To maintain the highest level of accountability and transparency in all our business aspects and in relation to one another. To be open with one another, to learn from our experiences and from one another, to be open minded and flexible so that we can respond appropriately to our understanding of the financial needs of the low-income communities we serve.
Integrity	Always dealing with our clients and our colleagues in a fair and ethical manner; gaining trust through our actions.
Knowledge advancement	The value we place on our ability to develop leaders and the need to continually grow our collective technical expertise to meet the needs of ever more sophisticated clients.
Quality service	Encompasses the concept of quality in everything we do, having a service-



	mindset when dealing with clients and demanding a lot of ourselves.
Enthusiasm	Employing and nurturing staff with a passion for providing the highest-level quality service to our clients
Leadership	Leadership both within the firm with respect to developing our next generation of leaders and within our market segment with respect to being recognized by current and prospective clients as a firm that is the leading expert in the field we deal in.

• OUR TEAM

Our firm is supported by, a team of qualified and experienced professional staff as well as efficient office support staff. Our people are dedicated and passionate about their work and are constantly in pursuit of excellent service to our clients, at the same time maintaining a friendly and personalized environment.

MANAGING CONSULTANT

Sam is Certified Securities & Investment Analyst & Certified Public Accountant. He Holds Masters in Science Finance & Degree and BBA in Finance & Accounting. He has been awarded as best candidate in East & Central Africa in Portfolio Management by KASNEB in year 2006 CSIA. He has over 10 Year Experience in Treasury, Finance & Accounting & Auditing. He has worked with, Equity Bank-Kenya Equity Bank-South Sudan, Commercial Bank of Africa. He is an Associate at Sir Robert & Co and review Consultant at Esan Global Consulting. He is Member of ICPAK, KIM and ICFIA.

LEAD CONSULTANT-BUSINESS PROCESS RE-ENGINEERING, PROJECT MANAGEMENT & PLANNING

Cyrus is Certified Public Accountant, Project Management Expert & Data Analyst. He Holds BBA in Finance & Accounting. He has over 6 years' experience in finance, Stock Exchange & Project Management, having worked with Ngenye Kariuki Stock Brokers (A member of NSE), Repco Environmental Consultancy project Accountant and Grameen Foundation as Independent Consultant for their Funded MFIs; KEEF and PAWDEP and also Microfinance Information Exchange as an Independent Consultant. He has invariable experience in Business Processes re-engineering, project management and system audit.

SENIOR CONSULTANT- ICT & BUSINESS AUTOMATION

Henry is Certified Network & Electrical Engineer. He Holds Cisco Network Certification, a Degree in Electrical and Electronic Engineering. He has over 10 Year Experience in Banking, IT and Networking, Electrical installations, IT consultancy, security Systems installation. He has previously worked for Equity Bank. He has extensive Knowledge & Experience in ICT systems and software engineering, information security with emphasis on banking operations and business automation. Henry is the



owner and the Managing Director of Wytech Technologies Limited, a renowned IT Consultancy firm based in Nairobi Kenya.

LEAD CONSULTANT- BUDGETING, FORECASTING & STRATEGY FORMULATION & IMPLEMENTATION

Bernard is Chemical and Process Engineering. He is a Certified Public Accountant (CPA-K) and currently in advanced stage in his MBA from Jomo Kenyatta University. Bernard has over 10 years' experience from various management positions held in manufacturing organization within FMCG, pharmaceutical and animal health industry. He brings a wealth of knowledge and understanding of the problems affecting the small scale farmer in the great East African region. He is a great strategic resource and adds keen insights on practical implementation strategies in institutional development. Currently he is the General manager- Fadhili Microfinance Ltd

WARREN- SENIOR AUDIT MANAGER

Warren is Certified Public Accountant, Management accounting Expert & QMS expert. He Holds BBA in Finance & Accounting. He has over 6 years' experience in finance, accounting, auditing, management accounting and management training, having worked with Nganga Mwangi & Co (CPA), Nabangi and associates (CPA), KCA university as Management Accounting lecturer, Zetu furnitures, Kenya national Audit Independent Consultant. He has invariable experience in project management, financial audit and accountancy

NB: This is a small extract to represent our diverse team- Comprehensive list of our professional consultant in available based on the nature of the projects and the scope of work to be done.

• OUR SERVICES DELIVERY MATRIX

The needs of our clients are common and vary only in degree, depending on the complexity of the organization. We believe that the main requirements are consistent, technical excellence, service delivery to satisfy statutory and management scheduled requirements, in adherence to timetable and budget. Our local engagement team would conduct on-site visits at significant locations throughout your organization to perform in-depth business diagnostics of operations, accounting policies and internal controls to assess business opportunities and audit risks. This exercise will result in a report to top management with suggestions for action. The dialogue around this report with top management will form the foundation of effective, harmonious business relationship in the future. It offers the additional benefits of:

- Familiarizing the engagement team with relevant audit risks, opportunities for improving accounting policies and internal controls;
- Providing an analysis of your key business systems, internal controls and procedures at all important locations. The review will generate business oriented recommendations for improved efficiency and cost saving;



- Achieving timely and constructive communication with your local and corporate management in issues and profit improvement opportunities;
- Avoiding surprises and resultant reporting delays;
- Providing early warning of concerns regarding the resilience of your essential control and information infrastructure.

Our commitment to excellence is evidenced by the selection of our staff, continuing education programs, research resources and emphasis on quality control and assurance.

Our achievements have been made possible because of the continuous efforts of our staff to offer a full line of services to our clients at all times. We inspire our personnel to respond with commitment, awareness, and a sense of responsibility to the requirements of their work.

3) SERVICES

Timely and accurate information is vital for Decision Making Our Quest is to providing you with it.

At **Quest**, We provide services to our clients that represent a broad range of businesses and industries. Services are tailored to the specific needs of each client. We are creative, pro-active, reactive and progressive in helping our clients achieve their goals we provide the following service.

Our Services Includes

- ✚ Auditing & Assurances
- ✚ Accounting & Book Keeping
- ✚ Training & Capacity Building
- ✚ Asset Tagging & Verification
- ✚ Assets & Business Valuation
- ✚ Tax Consultancy & Advisory
- ✚ Monitoring & Evaluation
- ✚ Project Management & Automation
- ✚ Business Development Support Services
- ✚ Business Automation & Computerization
- ✚ Company Secretarial Services
- ✚ Baseline Surveys & Market Research
- ✚ Feasibility Studies & Assessments
- ✚ Strategic Plans & Formulations
- ✚ Policies & Procedures Formulations
- ✚ Financial & Business Advisory



• AUDITING & INVESTIGATIONS

Our services in auditing extend across the spectrum of the society and include civil society organizations, public sector and private sector.

We have a niche with civil society auditing, as their requirement is different from other profit making organizations

Our audit philosophy revolves around business and audit risk assessment, effective planning and focusing of resources to maximize the efficiency and effectiveness of the audit. This provides that we consider the audit as part of the overall process of management control. In order to give our clients the best value from the audit process, we audit the business of the organization rather than simply the financial statements. An audit of the business focuses on the areas of change and key issues (risk analysis) for the organization.

Our audit plan considers the extent to which the management or the board observes the internal control environment. In ensuring that the audit objective is realized, we tend to focus on the risk environment and provide the means under which the management will always mitigate for the any loss.

• ACCOUNTANCY & BOOK KEEPING

We offer accountancy services, in which we prepare and maintain books of account on behalf of clients. Our services involve analyzing accounting data in the primary books of accounts and posting it in the ledgers before extracting the trial balance and the management accounts. We do this either on monthly or quarterly basis using various computer packages depending on the client's needs.

We also provide assistance in: -

- Setting up Accounting Systems
- Preparing budgets
- Cash flow projections

Internal Auditing Services

Internal audit addresses key risk areas within the organization. Our audit programmes focuses on risk profiling within the organization. Based on the level of risk, we design programmes that would help the management in mitigating and reducing the level of exposure.

In undertaking internal audit services, we assist management in the following:

- Assist in assessing the effectiveness and structure of Internal Audit departments
- Design and implement appropriate internal control systems to clients
- Risk Evaluation and development of the organization risk profile

• TAX CONSULTANCY & ADVISORY

We have built a reputation on superior client services. Our reputation is founded on client service and quality of our professional team. With these elements we consistently assure our clients of pro-active tax management services and information.



In response to the changing tax environment we have developed a tax management program which includes:

- Identifying the key tax areas
- Tax Complinance
- Implementation of tax proposals
- Provisions on areas of tax savings
- Tax Health Checks

• **ASSET TAGGING SERVICES**

There is no room for error when you need a precise picture of your company's physical assets. Knowing exactly what assets you currently have, where these assets are located and how these assets are changing over time, allows a company to keep track of details of each fixed asset, ensuring control and preventing misappropriation of assets.

Quest offers the Asset Tagging Service that helps companies identify, control and track valuable assets. We use handheld scanner, specialized software, competent personnel and proven methodology to offer quality Asset tagging services.

Our asset tagging services entail the following:

- Barcode labels/tags design and printing
- Physical Verification & tagging of assets with special barcode labels,
- Electronic assets data capture
- Reconciliation services i.e. Matching/ linking of the assets values in the existing records with the of the output of the verification exercise

Why Asset tagging services?

- Our service offering is aimed at assisting companies to put in place best practice fixed assets management process, structures and policies.
- Physical verification aided by tagging of assets is essential to clean up variances between what is being financially accounted for in the asset register and what is actually present.
- This exercise helps to keep track of the correct value of assets, which allows for computation of depreciation and taxes.
- The use of barcoding technology makes asset verification and tagging simple and efficient.
- The reconciliation exercise ensures the values in the books tie up with what is on the ground. This is fundamental in compliance, reporting and corporate governance.

Benefits of Asset tagging

- Facilitates accountability and cleans up variances
- Effective monitoring and management of assets
- Keeps track of correct values of assets
- Informs purchases and maintenance decisions



BUSINESS CONSULTING

Our advisory and consulting division services Includes:

- Management consultancy
- Implementation of computerized systems
- General Finance Management
- Business process re-engineering and mapping
- Business valuations.
- Product Developments
- Sustainable & viable capital structure development
- Portfolio diversification and management
- Business and strategic planning.
- Business restructuring and turnarounds.
- Project Management.
- Budget preparations
- Organization Development
- Organization Capacity Assessment
- Project Cycle Management

• MONITORING & EVALUATION

There may be a requirement for some larger companies, where ownership is separate from operations, to carry out financial monitoring. As these companies would not come under the requirement of a statutory audit they will need to be monitored outside the scope of audit. Under financial monitoring, budgets for income and expenditure are compared with actual results and a report is provided to the funders.

• TRAINING

We have continued to work closely with other players in providing training in both the public and private sector. We have been involved in the development and training on domestication of International Public Sector Accounting Standards locally. Further to all these we have been involved in NGO training.

Our firm undertaking training on the following areas:

- Public Finance Management
- Business startup Planning
- Organization Development
- Project Cycle Management
- Project Planning
- Grant Management
- Strategic Management
- Financial Management
- Budgeting and Budgetary Procedures
- Financial Literacy training
- Business Process mapping



• **INSOLVENCY**

We can advise on the best approach to take when winding down your company. At Quest we solve Insolvency issues with incantation, and hope of revolution. A company is insolvent if it does not have enough assets to cover its debts or if it is unable to pay its debts as they fall due. There are various Insolvency procedures available for companies.

If you are worried about being able to meet bill payments and your debts, then please get in touch with our approachable and metamorphosing team.

• **BUSINESS AUTOMATION**

With the number of computerized accounting software packages available for small businesses and individuals growing every day, selecting one that is right for you has become increasingly difficult.

As accounting, Investments and Securities professionals, we are exposed to most programs through trade journals and actual use. Our experienced staff can help you to choose and implement the system that best fits your needs. We are specialists in the following software solutions and services.

- Quick Book Pro,
- Sage Financial Controller
- Pastel Accounting,
- Payroll systems implementation and administration
- Express Accounting,
- Microsoft Accounting
- Customized Accounting Software
- Overall Enterprise Resource Planning (ERP)
- Customer Relationship Management systems(CRM)
- ICT consulting –I.e. Web hosting, Website Designs, review and updates
- Office networking solutions

• **CAPACITY BUILDING**

Capacity Building to client –

- Financial Management,
- Human Resource,
- Auditing and Project Management

• **FINANCIAL MODELLING & LENDING**

Financial Modeling is the most fundamental and widely sought after skill in the finance industry. It is the art of building a model using MS Excel to depict financial statements and analyze investments. This helps one arrive at optimal business solutions by scrutinizing various parameters.



Financial models can be used to represent the performance of a business, a project or any other investment. In these times, financial decisions around the world are made based on quantitative analysis.

We do Financial Modeling for individual investors and the instructions which include but not limited to

- Investment Bankers,
- Equity Research
- Analysts and
- Fund Managers.

Q&A offers lending solutions to by modelling bank loans to non-financial corporations. We seek to characterize the effect of demand and supply factors on bank loans to non-financial corporations and to obtain a forecasting model for the main variables linked with corporate loans. Our estimate of credit supply conditions in the various operating economies echoes the results of the critical area that the bank and other financials emphasis on. Banks significantly tend to restrict credit when the financial crisis is depicted to erupted based on economic contraction. The Quest modelling Techniques (QMT) enhances our picture of the credit market and seeks to properly map lending solutions to non-financial corporations.

• **COMPANY SECRETARIALS**

Through an associated company and affiliations, we offer: -

- Company formation services.
- Maintenance of statutory records.
- Statutory returns filing.

QUEST & ASSOCIATES



4) CLIENTS

Our strength lies not just in the range of our professional services, but also in its depth and relevance to both the public and private sectors in the region. We are therefore uniquely placed to meet all our clients auditing and other financial consultancy requirements. Our clients come from various sectors of the economy and include but not limited to the following:

- FINANCE SECTOR
- MANUFACTURING SECTOR
- TRADING INDUSTRY
- HEALTH SECTOR
- ENERGY SECTOR
- TRANSPORT & COMMUNICATIONS
- REAL ESTATES
- GOVERNMENT INSTITUTIONS
- HOSPITALITY
- PROFESSIONALS SERVICES COMPANY
- NGOS & DIPLOMATIC MISSIONS
- LEARNING & RELIGIOUS INSTITUTIONS

Finance Sector • Commercial Banks • Forex Bureaus • Insurance companies • Co-operative societies I.e. Sacco's, • Microfinance institutions • Non-MFI Financial institutions • Trust Funds & Pension Schemes • Central banks	Manufacturing Sector • Printing, production and Packaging • Grain Millers • Textile Mills • Pharmaceuticals • Food Processing etc. • Beverages processing
General Trading Industry • Hardware and Electrical dealers • General Merchants dealers • Motor Vehicle Spare Dealers • Book shops and Stationary Traders, • Automobile Dealers etc. • Supermarkets & Retail Shops • Other distributors & wholesalers	Health Sector • Private clinics • Public Health centers • General Hospitals • Pharmacies & chemist • Agro vets and veterinaries • Laboratories • X-rays, Diagnostic & Imaging Centers



Energy & Mining Sector • Oil and Petroleum Distributors and dealers. • Petro stations • Mining Companies • Oil & petroleum refineries	Transport & Communications • Transport & Logistic companies • Tours and Travels agencies • Car Hire & Public transport companies • Airlines
Real Estates • Property developers • Real estate management companies • Land dealers • Ranches	Government institutions • County & Governments • State corporations & Governments • State Commissions • National Corporations
Hospitality & Beauty • Hotels and Lodges • Restaurants and Grills • Bars & Lounge • Spas • Saloons • Barbers Shops	Professionals Services Company • Law Firms • FinTech • Engineering Company • Architectural firms • Clearing and Forwarding • Medical Practitioners • Consultancy firms
NGOs & Diplomatic Missions • Local NGOs • International NGOs • Donor Funded Projects • UN Agencies	Learning & Religious Institutions • Universities & colleges • Primary & Secondary Schools • Churches & synagogues • Mosques & Temples



5) QUEST CAREERS

- **STUDENTS**

From internships to full time positions, we provide you with training and an opportunity to launch your career in accountancy, auditing and business consultancy in general.

- **EXPERIENCED**

Full time positions for individuals who would like to see new challenges and an opportunity for growth.

Stand by consultants are also engaged on need by need basis.

- **EXECUTIVES**

Full time positions for individuals who would like to see new challenges and an opportunity for growth.

Quest and associates is an equal opportunity employer

6) CONTACT US

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