



RICHIEZIM & ASSOCIATES

Chartered Accountants and Business Consultants

FIRM PROFILE

BACKGROUND

To meet the growing demand by clients for consistent, excellent and professional financial and consulting services with a personal touch, RICHIEZIM & ASSOCIATES (RZA) was founded with the overarching goal of offering comprehensive tax, accounting and other financial consulting services. RZA is a registered firm under the laws of Ghana.

We are very committed and passionate about providing professional, timely, and comprehensive services to our clients, using a balance of innovation and practicality.

WHO WE ARE

We offer excellent and value added tax advisory, financial advisory, accounting and other related professional services to our clients in order for them to excel and grow. Our tagline is: “Delivering professional services with Speed, Warmth, Ingenuity, Finesse and Trust”. At RZA, we strongly believe in establishing long term relationships with clients. Starting right from the introductory meetings, we endeavour to make clients feel the difference in the quality of service that they can expect to receive from RZA. To us, every single client is very important and so when they repose their trust in us, it becomes our sacred duty to serve them with utmost care, diligence and the highest level of professional competence. Our team is like a family and every member of the team at RZA is encouraged to be friendly, professional and fully committed to delivering the best service.

Team leaders and Engagement Partners serve clients not just as officers of the Firm but as independent professionals who are personally responsible and therefore take keen interest in the success of the assignment under their care.

We strive to provide clients with an all-round solution which is unmatched and our services are tailored to suit the specific requirements of each client.

We specialize in providing high-quality, value-added tax advisory, accounting and consulting services. As a small Firm, we are able to assign a higher than average level of staff on any engagement. We are indeed a resource to our clients, answering their questions and meeting their needs. We assist in developing practical solutions by understanding the roles of business management, technology, accounting, and finance to help clients meet their specific needs. We do make a real difference in ensuring the growth and stability of our clients' businesses.

Indeed, the colours of our Firm's logo clearly communicate the brand that we represent.

- a) **Blue** – For Precision. We do guarantee consistently excellent professional services.
- b) **Red** – For Warmth. We add a personal touch to our professional service delivery.
- c) **Purple** – For Ambition. We approach our clients with great ambitions to help them succeed.
- d) **Green** – For Growth. We help our clients to grow their businesses through our tax advisory, accounting as well as audit & assurance services.
- e) **Black** – For Strength. In all our engagements, we select staff who reflect the values, ethics and dedication of our profession and our Firm, thereby ensuring the best service to every client, on every assignment.

OUR VISION – To achieve excellence in all our service offerings, and through our uniqueness, remain a preferred Tax, Accounting and Financial Consulting Firm in Ghana and beyond.

OUR MISSION – To use our skills, knowledge and expertise to help our clients chart their financial success paths and meet their growth requirements at both

local and global levels through the provision of comprehensive financial consulting services.

We will achieve this by attracting, training, motivating and retaining highly qualified professionals in the field of tax, accounting and financial consulting.

OUR CORE VALUES— RZA’s service delivery is defined by the acronym, “S-W-I-F-T”.

- **SPEED** – We feel a sense of urgency on all matters related to our clients and their needs. We own their problems, anticipate their needs, and respond quickly to deliver excellent solutions.
- **WARMTH** – We adopt a personalized, non-institutional service approach, working closely with our clients, yet maintaining the outside objectivity necessary to function as professionals.
- **INGENUITY** – We work within a defined system to achieve clearly stated objectives, and yet allow enough room for our team members to act innovatively within this system in the interest of our clients.
- **FINESSE** - We constantly seek effective and efficient ways to better serve our clients, meet their needs, and enhance their performance and results.
- **TRUST** - Building stable, long-term business relationships with our clients is the ultimate goal of every single assignment we carry out. By adopting transparent processes and adhering to the highest ethical standards, we ensure client confidentiality and our own credibility.

QUALITY POLICY

As members of a Professional Accountancy Body, we follow all international rules and regulations on quality in delivery for all our engagements; using all quality system forms that meet international standards. An accounting firm is known for the quality of its service and our Firm's reputation reflects the high standards we demand of ourselves. Our primary goal as a trusted advisor is to be available to answer questions and provide insightful advice to enable our clients make informed financial decisions. We do not accept anything less from ourselves and

this is what we deliver to you. We feel it is extremely important to continue to professionally educate ourselves to improve our technical expertise, financial knowledge, and service to our clients. Our high service quality are the results of our commitment to excellence.

CLIENT BENEFITS

Through our philosophy of exceeding client expectations and creativity, we have been able to realize our primary business function. Which is, helping our clients to save or generate money through various aids such as tax planning and advice, effective treasury & cash management, adequate budgeting and preparation of reliable financial statements. The knowledge, skill and creativity of our Firm therefore prove to be a major resource in the long-range financial profile of our clients.

The collective experience of our Partners, Associates and Other team members ensures that our clients receive the highest quality of work that is available in our chosen field.

- We take pride in giving clients the assurance that the personal assistance they receive from us, comes from years of advanced training, technical experience and financial acumen of our Partners, Associates and Other team members.
- We use an integrated approach to service our clients. This approach helps us to initiate actions that significantly minimize the costs to our clients.
- With all the responsibility of delivering outstanding services, we follow ethical standards including professionalism, objectivity, independence, integrity and strict confidentiality. Our long-term relationship with clients is the best base for the reputation that we have as a Firm.
- We are open to discussions of any form of collaboration, convenient to our clients, within the framework of various forms and contents of consulting, auditing and expert services contracts.
- We appreciate the trust of our current and potential clients and look forward to a sincere, trusting and fruitful co-operation.

OUR CLIENTS

The professional ethics we operate under, prohibit us from advertising the names of our esteemed clients. Suffice it to say that, we have a diverse client base of Individuals, SMEs, Corporates, Churches, Educational Institutions, Non-Profit organizations, Government and Non-Governmental Organizations. Our clients are leaders in their respective fields and industries and we take immense pleasure in being associated with each one of them and in making humble contributions to the success of their businesses by rendering comprehensive professional services.

OUR SERVICES

Our service offerings include tax and regulatory, accounting and bookkeeping, audit and assurance, business and financial advisory for domestic and global businesses of all sizes. Our range of solutions is ideal, practical, innovative and at par with the best that our clients would expect. We partner with technical experts as and when required in order to deliver services promptly to our clients.

Because our Firm is relatively small, our clients benefit by getting personalized quality service that is beyond comparison. As the list below is by no means conclusive, current and potential clients should please feel free to enquire about a service if it is not listed here.

1. Taxation and Regulatory

Since our watchword is creating value in an excellent manner, our tax management service is top-notch. At RZA, we are fully aware that due to technological advancement, the business atmosphere globally, is becoming increasingly charged. As such, tax management and planning are now taking different dimensions. However, with our leading edge technology and our experience in outsourcing and consulting, we help clients resolve their tax management issues. We have a track record of helping corporate businesses to address challenges on their tax operations in the different areas. We offer many and varied taxation services including:

- Income Tax Returns

- Financial Reports for all types of SMEs businesses
- Foreign owned companies Taxation Reports.
- Business Activity Statements for all types of SME businesses
- Tax Planning
- Tax Advice
- GRA Representation

2. Accounting and Bookkeeping

In an increasingly complex world today, having the best platforms that guarantee success for your business should not only be desired but also extremely essential. For all successful businesses, the efficient management of their accounting and bookkeeping records must be in the right hands. RZA provides a safe pair of hands that you can and should entrust with your accounting and bookkeeping needs. This is because we do not just talk bookkeeping and accounting, we do them. And not only do we do them, we also make sure these are done in such a way that it adds value to your organization. Below are some of the Accounting and Bookkeeping Services we offer:

- Accounts payables
- Accounts receivables
- Daily General ledger maintenance
- Payroll processing
- Balance sheet generation and review
- Expenses classification
- Sales commissions and VAT computations and treatment
- Bank accounts reconciliation
- Writing up books of accounts.

Other Advanced Services include:

- Budgeting & Forecasting
- Financial statements preparation & reporting

- Inventory management
- Fixed assets management

3. Audit and Assurance

Our professional staff in the audit unit, gather information during the auditing process to understand fully the client's business, internal controls and risk spectrum, and make the audit decisions. Then our financial advisory experts deliver perfect diagnostic tests. Our methods help our clients achieve their targeted demand for enhanced accountability. We do our job closely with our clients, and also independently. We do encourage open communication.

Below are some of the Audit & Assurance services that we offer.

- Financial statement and other audit & assurance engagements
- Internal Audits to provide assurance on controls and processes
- Tax Audit
- Special Assignments/ Investigations
- Independent assessment of financial statements
- Audit of prospective financial information
- Financial reporting, auditing and accounting standards advice
- Reports on internal controls
- IT system reviews
- Software selection
- Corporate governance reviews

4. Financial Advisory

As a reputable accounting Firm, our goal is to use our knowledge and expertise to help boost our clients' businesses financial performance and growth. Our financial advisory services have no restrictions both in terms of business levels and/or geographical locations. Whether you are a government institution, corporate business or community organization, we operate with international standards that cater to your financial management needs. At RZA, we believe that implementing the best strategies on clients' feasibility studies, business plans and

project evaluations is a sure way to reaching their financial goals. On our clients' behalf, we conduct in-depth research, draft convincing and actionable business plans and evaluate their projects for better optimization.

Here are some Financial Advisory services that we offer:

- Conducting Feasibility Studies
- Business plan writing
- Project evaluations
- Business recovery plans
- Capital restructuring plans
- Business Valuations

5. Financial Consultancy

RZA offers excellent financial solutions to clients whose goal is to optimize their business performance in order to boost their earning potential. Our principle is founded on the idea that every business deserves to grow. We have confidence in the competences of our dedicated and highly qualified staff equipped with cutting edge technology to drive change by providing solutions to our clients' businesses. Our financial consultancy services are best in class because we ensure that our clients get nothing but the best. Our methods are practical and our results are concrete. We work with corporate businesses, government and community organizations to create individualized financial plans for savings, investment, retirement and insurance. We offer pragmatic information and guidance to help businesses plan their financial future. We provide invaluable information for taxation, investment and insurance decisions. We also focus on the financial needs of specific businesses or industries. Some of our services in this area include:

- Designing accounting information systems
- Computerization of manual accounting systems
- Carrying out due diligence for M & As
- Designing Administrative & Financial regulations.
- Financial evaluation of existing companies

- Design and preparation of all cost accounting reports
- Financial analysis, financial indicators and performance appraisal
- Performing all procedures of companies incorporation
- Business entity selection advice

6. Other Services

i) Business Succession Planning

Effective coordination of the transition of your business to your successors is critical to ensure its continued success once you decide to remove yourself from your company's day to day operations. With our solid background in tax and other financial matters, we are fully qualified to address the complex issues of business continuation and can assist you in developing a strategically sound plan.

ii) Estate Planning (for individuals)

Effective estate planning facilitates the orderly transfer of assets to your beneficiaries, provides security for your surviving spouse and children, and can reduce or eliminate the tax due on the transfer of your business and other assets. For business owners, providing for business continuity and succession of ownership is essential. We can guide you through the complex process of getting your financial affairs in order.

iii) Financial Planning (for individuals)

A properly structured financial plan enables you to face any financial challenge that may present itself at each stage of your life. Through the financial planning process, we can help you assess your financial needs and develop strategies that will enable you to achieve your goals and strengthen your financial security.

iv) Retirement Planning (for individuals)

Successful implementation and periodic review of your financial plan will ensure financial independence during your working years and through your retirement years.

v) Training both general & tailor-made and vi) Debt Recovery

OUR PEOPLE

The Partners and Senior staff members of RZA are either qualified professionals, or members of professional accounting bodies or hold degrees from well-accredited universities.

Our staff currently comprises of Certified Accountants, Certified Management Consultants and a group of senior consultants, senior auditors, semi-audit seniors and juniors. In addition, our Firm partners with a group of specialized consultants to perform our consulting engagements on a case by case basis.

Our Partners together with the Other team members are fully committed to providing clients with the very best solutions. Our people are our biggest asset so at RZA, we strongly encourage each team member to be relentless in their pursuit of knowledge. The expertise, experience and knowledge of our team members are constantly shared to form a common knowledge pool which is an invaluable intangible asset of the Firm. Drawing answers from this common pool, we are able to provide timely and worthwhile solutions to the client.

a) Managing Partner – RICHARD GYASI-DANKYIRA

Mr. Gyasi-Dankyira is the founder of the Firm. He is a graduate from the University of Ghana Business School (UGBS), a Chartered Accountant and a member of Institute of Chartered Accountants, Ghana with over 25 years standing in the profession. He holds an Executive MBA from China Europe International Business School (CEIBS).

Richard has varied experience in the fields of Taxation, Insurance, Audit & Assurance, Treasury & Cash Management and Accounting. He has worked for several years within the Internal Audit, Finance, Accounting and Administration departments in different capacities and in both local and multinational companies in various industries including Oil Marketing (ELF OIL, now TOTAL Petroleum), as Assistant Treasury Manager and Fixed Assets Accountant; Fast Moving Consumer Goods (Unilever Ghana), as Product Cost Accountant; Estate Management

(Swanzy Real Estate Division of Unilever), as Internal Audit Assistant and Management Accountant; Educational Publishing (Unimax Macmillan Limited), as Finance and Accounts Manager; Telecommunications (Ghana Telecom/Vodafone Ghana), as Head of Treasury, Tax and Payroll; Church Management (Presbyterian Church of Ghana, Head Office) as Director of Finance; Higher Education Management (CEIBS), as Head of Finance and Administration; and Telecommunications, Media, Micro-Finance & Health Insurance (THE TXT Group), as Group Chief Finance Officer (Group CFO).

Richard has held Senior Management positions in these organizations spanning a period of more than 20 years and has thereby acquired a wealth of experience in Accounting, Finance, Taxation, Auditing, Insurance, Treasury & Cash Management, Administration, Human Resource Management and Project Management.

b) Partner – FRANCIS ABUDU ZIMMALEH

Mr. Zimmaleh is a co-founder of the Firm. He is a Chartered Accountant and a member of the Institute of Chartered Accountants, Ghana. He also holds an MBA in General Management with Specialization in Finance and Controlling from the University of Applied Management, Germany and a Member of the Institute of Internal Auditors – Ghana (IIA). He is a finalist of the Chartered Institute of Taxation – Ghana. Francis holds an HND Certificate in Accounting from Accra Technical University, formerly Accra Polytechnic.

Francis has over 16 years' experience in Auditing, Consulting, Accounting, Taxation and Finance. He worked with the University for Development Studies as Head of Treasury, Data Processing Unit, Pensions and Superannuation, as well as Project Accounts. He was also an Audit Manager with Beta & Associates (a firm of Chartered Accountants). He worked with Alu Africa as the General Manager, Moor Logistics as General Manager, and Deputy Financial Analyst – Moor Group, and The TXT Group as a General Manager, Finance.

Mr. Zimmaleh has also consulted for the School of Social Work on Public Procurements and Stores Management. Relating to the field of training, he is a

lead facilitator for the Capital Group in the areas of Accounting and Taxation. He has trained over 40 Managers of Jospong Group, JA Plant Pool, Conship Ghana – Takoradi Branch, Cocoa Abrabopa, etc. Mr. Zimmaleh is an Adjunct Lecturer with the University of Applied Management.

c) Associate – EMMANUEL BANU

Mr. Banu is an Associate of RZA and the Managing Partner of BETA & Associates. He is a Chartered Accountant and a member of the Institute of Chartered Accountants, Ghana. He has a Post Chartered Diploma, Master's degree in Business Administration (MBA) in Management Information System from the University of Ghana, Legon and a Certificate in training and development from the Institute of Training & Development (UK).

Mr. Banu has several years post qualification experience in Management Consulting, Audit and Assurance, Public Sector Financial Management and Project Accounting. He is a former Director of Finance at the University for Development Studies. He worked several years with the Controller and Accountant's General Department and Egala Atitso and Associates. He is therefore very experienced in Public sector financial management systems.

d) Associate - EMMANUEL TENADU AMPOMAH

Mr. Ampomah is an Associate of RZA and a partner of BETA & Associates. He is a Chartered Accountant and a member of the Institute of Chartered Accountants, Ghana. He also holds a Post Chartered Diploma in IFRS for SMEs and a Bachelor of Business Administration degree in Banking and Finance from the Methodist University College, Ghana. He is a finalist of the Chartered Institute of Taxation, Ghana a professional course in Taxation.

Mr. Ampomah has over 7 year experience in Auditing, Consultancy, Accounting, Taxation and Finance. He was once an Associate Partner at Robert Copper and Associates and an Audit Senior at Egala Atitso & Associates (Chartered Accountants) a correspondent firm of Moores Rowland International, London. He was also the Head of Internal Audit at Crystal Palm Hotels Limited. He has extensive experience in auditing and strategic management of financial

institutions (Microfinance, Savings & loans, Bank). He is credited to have developed the “Internal Audit Charter” of ASA Savings & Loans Ltd a multinational Savings & Loan company with over 60 branches in Ghana.

e) Associate – MAXWELL DOH

Mr. Doh is an Associate of RZA and a Partner of BETA & Associates. He is an experienced Chartered Accountant with over 20 years working experience in Finance and Accounting functions in various multinational, local companies and in the public sector in different industries (Finance, NGO, Service, Extractive, Consultancy and Public Sector)

He is a member of the Institute of Chartered Accountants, Ghana and the British Computer Society (BCS). Currently he is undergoing a part time academic course in MBA Accounting and Finance and also certification in the Chartered Institute of Certified Tax Accountants.

f) Associate – NICOLAS K.A. AMOAH

Mr. Amoah is an Associate of RZA. He holds a Bachelor of Science in Administration from the University of Ghana, Legon. He is a certified SCALA Technical and Implementation Consultant and Microsoft Certified System Engineer. He has several years of work experience as a consultant in ICT.

g) Associate – RALPH UGBODU

Mr. Ugboodu is an Associate of RZA. He is an accomplished IS Auditor and Security Professional with CISA, CISSP, CFE, and ISO27001LA certifications. He was the head of Information Systems Audit in UBA and Intercontinental Bank Plc, Nigeria (Now Access Bank).

He has over 9 years’ experience in the Planning, Design and Implementation of Enterprise IS Security and Business Continuity/Disaster Recovery plan. He is a team player and very hard working.

h) Audit Senior – ABRAHAM BORTIEH SANGO

Mr. Sango in as Audit Senior of RZA. He is a Chartered Accountant and an Associate member of Institute of Chartered Accountant Ghana (ICA-G). He holds a Bachelor of Education (Social Science). He has over two years working experience with DFK Professionals, a Chartered Accounting firm. He is a hardworking and devoted person.

i) Manager – EDEM DUGBAZAH

Mr. Dugbazah is a Manager of RZA. He also holds a Bachelor of Science Degree in Accounting from the University of Professional Studies, Accra. He also holds a Certificate in Computer Software (Microsoft office Suite) from Mastech Advanced Institute of technology.

Mr. Dugbazah had a working experience as both a Contract Employee and National Service Personnel at the Takoradi International Company as an Accounts Officer, and has worked as Accounts Officer at Nanatel limited, a telecom service company. He has experience in lecturing in Information of Communication Technology (ICT), and played a supervisory role at Afariwaa Farms Limited, Tema. He is a hard working young man and a team player.

j) Audit Assistant – BERNARD BRIAN KPODO

Mr. Kpodo is an Audit Assistant of RZA. He holds a Bachelor of Science degree in Accounting from the University of Professional Studies, Accra, and a finalist of the School of Graduate Studies (SOGS), University of Professional Studies, Accra. He is pursuing a Master of Business Administration in Accounting and Finance (MBA).

On the career side, Mr. Kpodo had a two years working experience as an Accountant of Beautiful Creations Company Limited, a privately owned biomedical firm in the health sector. Apart from his experience, he is pragmatic, industrious, results oriented and a team player.

Contact us

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