



QUARTEX SYNERGY & ASSOCIATES

COMPANY PROFILE

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Welcome to Quartex Synergy & Associates

At Quartex Synergy & Associates, we believe every successful organization is built on financial integrity, sound governance and informed decision-making. We are a multidisciplinary professional services and business advisory firm providing integrated solutions in audit, taxation, accounting, risk management, regulatory compliance, corporate advisory and business transformation.

We work alongside organizations to strengthen financial management, improve operational efficiency, manage risk and meet their statutory obligations. Our role extends beyond preparing reports or responding to compliance deadlines: we help clients understand what their financial and operational information means, identify practical improvements and make decisions with greater confidence.

Whether supporting a start-up putting sound financial systems in place, a growing enterprise navigating regulatory requirements or an established institution seeking stronger controls and performance, we tailor our approach to the organization's objectives, operating environment and available resources.

Our work is guided by integrity, precision, innovation, independence and confidentiality. We aim to provide technically sound advice in clear, useful language advice that clients can apply in practice and that supports sustainable organizational progress.

About Us



Quartex Synergy & Associates is a professional services and business advisory firm serving corporates, small and medium-sized enterprises (SMEs), non-governmental organizations (NGOs), SACCOs, government institutions, development partners and entrepreneurs. Our multidisciplinary service offering brings together financial reporting, assurance, tax, governance, risk and business advisory expertise.

We recognize that organizations face interconnected challenges. Financial records affect management decisions; tax obligations influence cash flow; internal controls affect operational reliability; and governance shapes accountability. By bringing these disciplines together, we help clients address issues in context rather than treating each requirement as an isolated task.

Our approach combines professional standards, practical experience, analytical thinking and appropriate technology. We seek to understand each client's circumstances before recommending a course of action, and we communicate findings and recommendations in a way that supports clear decisions, accountable implementation and continuous improvement.



Vision

To be a leading trusted advisory and professional services firm delivering innovative financial, audit, tax and compliance solutions that drive sustainable business success.



Mission

To provide exceptional professional services through integrity, technical excellence, innovation and client-focused solutions that enhance governance, strengthen financial performance and create lasting value for every organization we serve.



Core Values

1

Integrity

We uphold ethical conduct, independence, confidentiality and professional responsibility in every engagement. We communicate honestly and act in the best interests of sound professional practice.

2

Precision

We pay close attention to evidence, accuracy, standards and detail. Our work is structured to produce dependable analysis, clear reporting and recommendations clients can rely on.

3

Innovation

We remain open to better methods, appropriate technology and improved ways of working. We seek practical approaches that make financial and operational processes more effective.

4

Excellence

We pursue quality in planning, execution, communication and delivery, maintaining a commitment to professional standards and continuous learning.

5

Growth

We help clients strengthen their capabilities, make informed decisions and build a foundation for sustainable performance over time.

OUR SERVICE PORTFOLIO

Our service portfolio is organized into major service lines, each supported by clearly defined specialist services. The exact scope of an engagement is agreed with the client after understanding the organization's needs, applicable requirements and intended outcomes.

01 Audit & Assurance

Our audit services are designed to enhance stakeholder confidence by providing independent assurance on financial reporting, internal controls, governance, and operational effectiveness.

A) External & Statutory Audits



We provide independent examination of financial statements in accordance with applicable auditing standards and financial reporting frameworks. These engagements help stakeholders assess the reliability of reported financial information and can identify areas where reporting processes, documentation or controls need improvement.

a) Statutory financial statement audits

We audit financial statements to provide an independent opinion on whether they are prepared, in all material respects, in accordance with the applicable financial reporting framework and statutory requirements.

b) Independent assurance engagements

We provide objective assurance on defined financial or operational information to support stakeholder confidence and accountability.

c) Financial reporting compliance reviews

We assess financial reporting processes and statements against applicable reporting requirements, including IFRS where relevant, and identify areas requiring correction or stronger documentation.

d) Special-purpose audits

We undertake audits designed for specific objectives, such as donor conditions, grant compliance, project verification, agreed-upon procedures or other defined regulatory and contractual needs.

e) Donor-funded project audits

We examine project financial information and supporting records to assess whether funds have been accounted for and used in line with donor agreements and relevant requirements.

f) Grant compliance audits

We review grant expenditure, records and processes to assess compliance with grant conditions, funding agreements and applicable regulations.

B) Internal Audit Services



Internal audit helps management and governing bodies understand whether key risks are being managed and whether internal processes provide reasonable safeguards. We review systems, transactions and controls with a risk-based approach, helping organizations strengthen accountability, reduce avoidable losses and improve operational discipline.

i. Operational and financial internal audits

We review selected operations and financial processes to assess control design, compliance with procedures, reliability of information and opportunities for improvement.

ii. Payroll audits

We test payroll records and processes to identify errors, inconsistencies, control weaknesses and potential non-compliance in employee compensation.

iii. Revenue assurance audits

We assess revenue processes to identify potential leakages, weaknesses in billing or collection, and opportunities to strengthen revenue controls.

iv Asset management audits

We review the acquisition, recording, use, safeguarding and disposal of assets to assess whether assets are properly controlled and accounted for.

v. Inventory audits

We assess inventory records, valuation, physical controls and reconciliation practices to help reduce discrepancies, losses and avoidable write-offs.

vi. Performance audits

We assess whether resources and activities are managed efficiently, effectively and economically in pursuit of organizational objectives.

vii. Value-for-money audits

We examine whether the use of organizational or public resources demonstrates economy, efficiency and effectiveness.

viii. Follow-up audits

We review progress on earlier audit recommendations and assess whether agreed corrective actions have been implemented and are working as intended.

v. Risk-Based Internal Audit

We prioritize audits based on risks that could significantly affect an organization's objectives, finances, operations, and reputation. This helps identify critical control gaps and recommend appropriate risk mitigation measures.

vi. Compliance Audit

We assess compliance with applicable laws, regulations, contractual obligations, internal policies, and procedures. Our reviews identify non-compliance issues and recommend corrective measures.

vii. Procurement Audit

We examine procurement processes to assess transparency, accountability, value for money, and compliance with applicable requirements. Our reviews cover procurement planning, supplier selection, tendering, contract management, delivery, and payments.

viii. ICT and Systems Audit

We evaluate information systems and technology controls to assess security, reliability, data integrity, and operational effectiveness. Our reviews cover access controls, data protection, backups, system changes, and business continuity.

C) Specialized Audit Services



Where concerns arise about irregular transactions, possible misconduct or exposure to fraud, targeted investigative work can help establish the facts and identify control weaknesses. We approach such assignments carefully, maintaining appropriate documentation and handling information discreetly.

i) Forensic Investigations

We examine financial irregularities and relevant records to establish facts, trace transactions and assemble findings that may support management action or further legal processes.

ii) Fraud risk assessments

We assess processes and control environments for vulnerabilities that could enable or conceal fraud, and recommend measures to prevent, detect and respond to identified risks.

iii) Due Diligence Reviews

We examine financial records, operations, and relevant business information to identify potential risks and verify critical details. Our findings support informed decisions during investments, acquisitions, partnerships, and other business transactions.

iv) Agreed-Upon Procedures

We perform specific procedures agreed upon with the client to examine selected financial or operational information. We present factual findings to support decision-making without expressing an audit opinion.

v) Internal Control Reviews

We evaluate the design and effectiveness of an organization's internal controls to identify weaknesses and gaps. We recommend practical improvements to strengthen accountability, safeguard assets, and reduce exposure to risk.

vi) Process Audits

We review selected business processes to assess efficiency, compliance, accuracy, and adherence to established procedures. Our findings help identify inefficiencies, control weaknesses, and opportunities for improvement.

vii) Process Audits

We review selected business processes to assess efficiency, compliance, accuracy, and adherence to established procedures. Our findings help identify inefficiencies, control weaknesses, and opportunities for improvement.

viii) Internal Control Certification Support

We assess internal control systems and support organizations in preparing for applicable internal control certification requirements. Our work helps identify control gaps and recommend improvements needed to strengthen compliance and control effectiveness.

02 Taxation Services

Tax obligations affect an organization's compliance position, cash flow and reputation. Our taxation support is intended to help clients understand their responsibilities, maintain appropriate records, submit accurate information and address tax matters in a timely and orderly way. The precise services provided depend on the client's circumstances and applicable tax law.



Tax compliance and return support

a

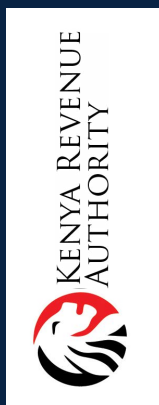
We help organize tax information, review relevant records and support the preparation and submission of applicable tax returns and declarations.

- i. **Corporate Income Tax Return:** Preparation and filing of company income tax returns based on financial records and applicable tax regulations.
- ii. **Individual Income Tax Return:** Assistance with calculating personal tax obligations and filing accurate income tax returns.
- iii. **Partnership Tax:** Preparation of applicable tax computations and returns based on partnership financial records and tax obligations.
- iv. **VAT Compliance:** Support with VAT registration, return filing, transaction reconciliation, and maintenance of supporting records.
- v. **PAYE Compliance:** Calculation, reporting, and remittance of Pay As You Earn (PAYE) taxes deducted from employees' salaries.
- vi. **Excise Duty:** Assessment, computation, and filing of excise duty obligations for businesses dealing in applicable goods and services.
- vii. **Digital Service Tax:** Assessment and support with applicable tax obligations arising from digital services and online business activities.
- viii. **Rental Income Tax:** Calculation and filing of rental income tax returns based on property income and the applicable tax regime.
- ix. **Turnover Tax:** Support with turnover tax calculations, record keeping, and timely filing for eligible businesses.
- x. **Withholding Tax:** Calculation, deduction, reporting, and remittance of withholding tax on applicable payments.
- xi. **Capital Gains Tax:** Assessment and computation of tax arising from the disposal of qualifying assets, including preparation of relevant documentation and returns.

b

KRA Services

We provide digital services on tax registration, filing, compliance, and customs management.



- 01 **PIN Registration**
Assistance with obtaining a KRA PIN for individuals and businesses to facilitate tax registration and compliance.
- 02 **VAT Registration**
Support with VAT registration for businesses required to comply with applicable VAT regulations.
- 03 **Tax Compliance Certificates**
Assistance with applications and follow-up for Tax Compliance Certificates (TCCs).
- 04 **iTax Support**
Guidance on using the KRA iTax platform for tax registration, return filing, payments, and other tax-related services.
- 05 **Tax Health Checks**
Review of tax records and filings to identify errors, compliance gaps, and potential tax liabilities.
- 06 **Tax Reconciliations**
Matching tax returns, payments, and financial records to identify and resolve discrepancies.

07

KRA Audit Representation

Support and representation during KRA tax audits, including preparation of records and responses to audit queries.

08

Objections and Appeals

Assistance with preparing and submitting formal objections or appeals against disputed tax assessments.

09

Voluntary Disclosures

Guidance on disclosing previously undeclared tax liabilities and seeking applicable relief under the relevant tax provisions.

10

Tax Dispute Resolution

Assistance in addressing and resolving tax disputes through administrative processes and other applicable dispute-resolution mechanisms.

C Tax advisory

We help businesses and individuals navigate local tax laws, manage compliance, and minimize financial risks through the following services:

01

Tax Planning

Providing guidance on lawful strategies to manage tax obligations and support informed financial decisions.

02

Tax Restructuring

Advising on changes to business or ownership structures to improve tax efficiency and compliance.

03

Transaction Tax Advisory

Assessing the tax implications of significant business transactions and recommending appropriate tax treatments.

04

Cross-Border Tax Advisory

Advising on tax obligations arising from international transactions, investments, and business operations across different jurisdictions.

05

Mergers and Acquisitions Tax Advisory

Evaluating tax implications of mergers, acquisitions, and business sales to support informed transaction decisions.

06

Investment Structuring

Advising on investment structures that align with business objectives while addressing applicable tax implications.

07

Tax Efficiency Reviews

Reviewing financial activities and existing tax arrangements to identify lawful opportunities to improve tax efficiency and reduce unnecessary tax costs.

08

VAT advisory and compliance

We support the review of VAT records and transactions, helping clients understand their obligations, maintain supporting documentation and identify discrepancies requiring attention.

09

PAYE and payroll tax support

We assist with reviewing payroll-related tax calculations and records to help improve accuracy and compliance with applicable requirements.

10

Withholding tax support

We help clients assess relevant withholding tax obligations, review supporting documentation and maintain appropriate records for applicable transactions.

11

Corporate and business tax advisory

We provide guidance on business tax obligations and tax-related considerations affecting business decisions, based on the organization's circumstances and the applicable framework.

12

Tax health checks and reviews

We review selected tax records and processes to identify potential exposure, inconsistencies or areas where documentation and controls may need strengthening.

13

Tax planning and transaction support

We help clients understand the tax implications of proposed business decisions and consider compliant alternatives before commitments are made.

14

Tax authority correspondence and audit support

We help clients organize records and respond to tax queries, reviews or audits with clear supporting information, within the agreed scope of engagement.



03 Accounting & Financial Management

Reliable accounting is the foundation of good financial management. We help organizations maintain accurate records, prepare meaningful reports and understand the financial position of their operations. Our support can address routine accounting needs as well as management-level requirements such as cash-flow visibility, working capital discipline and consolidated reporting.

A) Financial Accounting & Reporting

We provide accurate, timely and organized accounting support to improve the quality of financial information available to management, owners, boards, funders and other stakeholders.



a) Bookkeeping

We record and organize day-to-day financial transactions so that the organization maintains complete, traceable and up-to-date accounting records.

b) General ledger maintenance

We maintain the general ledger and supporting account balances to provide a reliable foundation for financial reporting.

c) Journal processing

We prepare and process appropriate journal entries, with supporting documentation, to ensure transactions and adjustments are correctly recorded.

d) Trial balance preparation

We prepare and review trial balances to support account reconciliation, financial statement preparation and year-end processes.

e) Financial statement preparation

We prepare financial statements that present the organization's financial position and performance in accordance with the applicable reporting framework.

f) IFRS reporting

We support the preparation of financial information in accordance with International Financial Reporting Standards where these apply to the client.

g) Consolidated financial statements

We combine relevant financial information from group entities to present the group's financial position and performance as a single economic unit, where required.

B) Treasury & Cash Management

Strong cash management helps organizations meet obligations, plan expenditure and avoid preventable liquidity pressure. We help clients improve visibility over cash movements and strengthen the processes used to manage incoming and outgoing funds.



a) Cash-flow forecasting

We prepare cash-flow forecasts to help management anticipate funding needs, plan expenditure and assess the timing of expected receipts and payments.

b) Working capital optimization

We review working capital drivers and recommend practical improvements in receivables, payables and inventory practices to support operational efficiency.

c) Liquidity management

We help organizations monitor available funds and upcoming obligations so that liquidity needs can be identified and addressed in good time

d) Bank reconciliations

We reconcile bank statements to accounting records, investigate differences and support the timely resolution of unexplained transactions.

f) Accounts receivable management

We help organize receivables information and collection monitoring to improve follow-up, reduce overdue balances and support cash inflows.

g) Accounts payable management

We support the review and organization of supplier obligations to improve payment planning, record accuracy and supplier relationship management.

C) Management accounting services

We help businesses plan, monitor, and control their finances to make better management decisions, improve profitability, and achieve their business goals through:

Budget Preparation

Developing financial budgets that guide resource allocation, expenditure planning, and business operations.

Budget Monitoring

Tracking actual income and expenditure against approved budgets to support financial control.

Variance Analysis

Comparing budgeted figures with actual results to identify differences, investigate their causes, and recommend corrective action.

Profitability Analysis

Evaluating revenue, costs, and profit margins across products, services, projects, or business units to assess financial performance.

Cost Accounting

Identifying, classifying, and analysing business costs to support cost control, pricing, and operational efficiency.

Departmental Reporting

Preparing financial reports for individual departments to track expenditure, performance, and budget utilization.

Management Dashboards

Developing concise visual reports of key financial and operational indicators to support timely management decisions.

D) Payroll Services

We help in management of employee salaries, wages, statutory deductions, benefits, and payroll records to ensure employees are paid accurately and on time while the business meets its legal obligations.



Our services include

Payroll Processing

Preparing monthly payroll, calculating employee earnings and deductions, and generating payslips and payroll reports.

PAYE Computations

Calculating Pay As You Earn (PAYE) deductions, preparing returns, and supporting timely remittance to KRA.

NSSF Compliance

Calculating employee and employer National Social Security Fund contributions, preparing records, and supporting timely remittance.

SHA Compliance

Calculating applicable Social Health Authority (SHA) contributions, maintaining payroll records, and supporting timely remittance.

Housing Levy

Calculating applicable Affordable Housing Levy deductions and employer contributions, and supporting statutory reporting and remittance.

Leave Management

Maintaining employee leave records, tracking leave balances, and supporting leave planning and administration.

Payroll Audits

Reviewing payroll records, calculations, deductions, and statutory remittances to identify errors and compliance gaps.

E) Accounting Systems

We help organizations transform their financial management through reliable accounting systems, intelligent digital tools, and streamlined financial processes. Our approach focuses on implementing and optimizing technology solutions that enhance accuracy, strengthen financial controls, improve reporting efficiency, and provide real-time insights for informed decision-making.

Our services include:



QuickBooks Implementation

Setting up QuickBooks to manage bookkeeping, invoicing, expenses, bank reconciliations, and financial reporting.

Sage Implementation

Configuring Sage accounting software to support financial record-keeping, transaction processing, and reporting.

Xero Implementation

Setting up Xero to streamline bookkeeping, invoicing, bank reconciliation, and financial management.

Odoo Implementation

Configuring Odoo accounting tools to integrate financial processes with other business functions, such as sales, inventory, and purchasing.

Zoho Books

Setting up Zoho Books to manage invoices, expenses, customer and supplier transactions, and financial reports.

ERPNext Implementation

Configuring ERPNext to integrate accounting with operational functions such as inventory, procurement, sales, and project management.

ERP Accounting Modules

Implementing and configuring accounting modules within ERP systems to support general ledgers, accounts payable, accounts receivable, budgeting, and financial reporting.

Accounting Software Migration

Transferring financial records, account balances, and transaction histories from existing systems to new accounting software while maintaining data accuracy.

04 Compliance & Corporate Governance

Organizations need clear governance arrangements and reliable processes for meeting statutory, regulatory and internal obligations. We help clients assess governance practices, clarify responsibilities, monitor compliance and improve the systems that support accountability. Our services are intended to help organizations identify gaps early and maintain a more structured approach to their obligations.



Our compliance & corporate governance services include:

- i** | **Company Restructuring**
Support with corporate restructuring processes, organizational changes, and the preparation of relevant documentation.
- ii** | **Annual Returns**
Assistance with preparing and organizing information required for annual returns and applicable corporate reporting obligations.
- iii** | **Statutory Filings**
Support with preparing and coordinating statutory submissions and maintaining compliance with applicable filing requirements.
- iv** | **Business Permits**
Assistance in identifying applicable business permit requirements and organizing documentation for applications and renewals.
- v** | **Regulatory Licensing**
Support in identifying relevant licensing obligations and preparing documentation required by the applicable regulatory authorities.
- vi** | **Corporate Policies**
Development and review of corporate policies that guide organizational conduct, responsibilities, and decision-making.
- vii** | **Standard Operating Procedures (SOPs)**
Development of structured procedures that promote consistency, efficiency, accountability, and operational control.
- viii** | **HR Policy Manuals**
Preparation and review of human resource policy manuals covering employee management, workplace procedures, and organizational responsibilities.

ix	Procurement Manuals Development of procurement policies and procedures that promote transparency, accountability, proper authorization, and value for money.
x	Finance Manuals Preparation and review of financial management manuals covering accounting procedures, budgeting, financial controls, reporting, and accountability.
xi	Internal Audit Charters Development and review of internal audit charters defining the function's mandate, authority, responsibilities, scope, and reporting relationships.
xii	Board Charters Preparation and review of board charters outlining board responsibilities, governance structures, oversight functions, and decision-making procedures.
xiii	Corporate governance reviews We assess governance structures, decision-making arrangements and accountability mechanisms to identify opportunities to strengthen oversight and organizational effectiveness.
xiv	Governance framework development We help develop or refine governance frameworks, policies and responsibilities aligned with relevant requirements and recognized good practice.
xv	Board governance advisory We provide advisory support on board roles, oversight practices, governance responsibilities and information needed for informed decision-making.
xvi	Regulatory compliance reviews We assess selected operations and documentation against applicable laws, regulations, contractual requirements and industry standards.
xvii	Compliance monitoring We help organizations structure the monitoring of recurring obligations, responsible persons and deadlines to reduce the risk of missed requirements.
xviii	Compliance audits We conduct focused reviews to identify compliance gaps, assess their significance and recommend corrective actions.
xix	Company secretarial support We support the organization and maintenance of statutory and governance records and related processes, within the agreed scope and applicable requirements.
xx	Business registration support We assist clients to navigate business registration processes and organize relevant information and documentation for the required registrations.



05 Risk Management & Internal Controls



Effective risk management helps organizations anticipate uncertainty rather than respond only after problems occur. We help clients identify and evaluate risks, understand the controls intended to manage them and develop practical frameworks for monitoring exposure. Our focus is on making risk management useful to management and proportionate to the organization's objectives and operating context.

a) Enterprise risk management frameworks

We help organizations structure risk management responsibilities and processes so that significant risks are identified, evaluated, monitored and considered in decision-making.

b) Risk registers

We develop or update risk registers that document key risks, their potential impact, existing controls, risk owners and planned responses.

c) Risk maturity assessments

We assess how risk management is currently organized and identify practical steps to improve consistency, accountability and integration with business planning.

d) Internal control framework design

We help design and strengthen controls over key processes, assets, approvals and reporting to improve accountability and reduce the likelihood of error or misuse.

e) COSO framework support

Where suitable, we help organizations apply the COSO internal control framework to structure control objectives, responsibilities, monitoring and evaluation.

f) Control testing and improvement

We test selected controls, document weaknesses and recommend improvements that address root causes and support more dependable processes.

g) Risk Appetite Framework

Development of frameworks that define the level and types of risk an organization is willing to accept in pursuit of its strategic objectives.

h) Control Self-Assessment (CSA)

Facilitation of structured assessments that enable management and employees to evaluate internal controls, identify weaknesses, and recommend corrective actions.

i) Governance Reviews

Assessment of governance structures, policies, accountability mechanisms, and decision-making processes to identify gaps and strengthen organizational oversight.

j) Business Continuity Planning

Development of continuity plans to help organizations maintain critical operations and recover essential functions following disruptions.

k) Crisis Management Planning

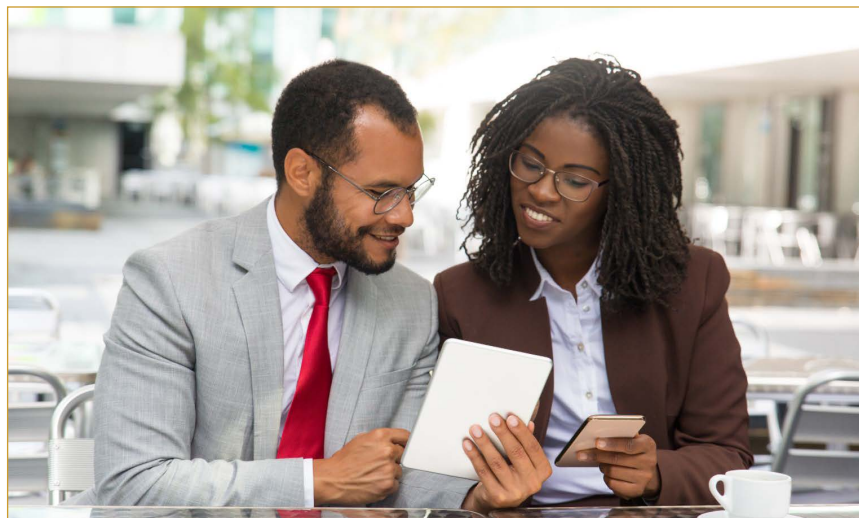
Development of crisis response frameworks, escalation procedures, communication protocols, and recovery strategies to support timely and coordinated responses to unexpected events.

l) Fraud Prevention Frameworks

Design and review of preventive controls, fraud risk assessment procedures, reporting mechanisms, and monitoring systems to reduce exposure to fraud and financial misconduct.

06 Business Advisory & Financial Consulting

Sound business decisions require a clear view of performance, financial implications, risks and available options. Our business advisory services help organizations evaluate opportunities, assess viability and translate financial information into practical choices. We aim to provide analysis that supports disciplined planning, investment decisions and sustainable growth.



i) Business diagnostics

We review selected aspects of business performance to identify operational, financial and strategic issues that may be limiting results or creating avoidable exposure.

ii) Financial modelling

We develop financial models to support planning, forecasting, scenario analysis and evaluation of business decisions using relevant assumptions and available data.

iii) Capital budgeting

We help assess proposed capital expenditure and long-term investments by considering expected costs, benefits, financial implications and key uncertainties.

iv) Credit advisory

We help clients understand financing requirements, assess relevant credit considerations and prepare information to support discussions with potential

v) Business valuation

We estimate the value of a business for purposes such as investment, acquisition, restructuring or financial reporting, using methods appropriate to the purpose and available information.

vi) Feasibility studies

We assess the commercial, operational and financial viability of proposed projects or business initiatives to inform go/no-go decisions and implementation planning.

vii) Investment appraisal

We evaluate investment opportunities using financial analysis and risk considerations to help decision-makers compare options and understand potential outcomes.

viii) Cost Reduction Strategies

Analysis of cost structures, expenditure patterns, and operational activities to identify savings opportunities while maintaining service quality and operational effectiveness.

ix) Organizational Restructuring

Support in reviewing organizational structures, roles, reporting relationships, and resource allocation to improve efficiency and accountability.

x) Process Improvement

Assessment and redesign of business processes to eliminate inefficiencies, reduce duplication, improve workflows, and enhance productivity.

xi) Strategic Planning

Support in developing business strategies, defining organizational priorities, setting measurable objectives, and aligning resources with long-term goals.

xii) Business Turnaround Strategies

Assessment of financial and operational challenges and development of practical recovery strategies to improve performance, restore stability, and support business

xiii) Performance Management Systems

Design and improvement of performance management frameworks that link organizational objectives to individual responsibilities, measurable outcomes, and continuous improvement.

xiv) Key Performance Indicator (KPI) Development

Identification and development of relevant performance indicators to measure progress, evaluate efficiency, and support evidence-based management decisions.

xv) Balanced Scorecards

Development of balanced performance measurement frameworks that connect financial results, customer outcomes, internal processes, and organizational learning with strategic objectives.

07 Digital Finance & Business Transformation

At Quartex Synergy & Associates, we help organizations embrace digital innovation to modernize financial operations, streamline business processes, and improve organizational efficiency. Our digital finance and business transformation solutions integrate technology, financial expertise, and strategic insight to support smarter decision-making, stronger controls, and sustainable business growth.



i) ERP Implementation Support

Supporting the selection, implementation, configuration, and optimization of Enterprise Resource Planning (ERP) systems to integrate core business functions and improve operational visibility.

ii) Digital Finance Transformation

Modernizing financial operations through digital technologies that improve efficiency, reporting, financial oversight, and decision-making.

iii) Finance Process Automation

Automating routine financial activities to reduce manual workloads, minimize errors, improve turnaround times, and strengthen operational consistency.

iv) Business Process Re-engineering

Reviewing and redesigning existing business processes to eliminate inefficiencies, reduce duplication, and align workflows with organizational objectives.

v) Dashboard Development

Designing interactive dashboards that present key financial and operational indicators in clear, accessible formats to support timely performance monitoring.

vi) Data Analytics

Analyzing financial and operational data to identify trends, uncover performance gaps, assess risks, and generate actionable business insights.

vii) Business Intelligence Reporting

Developing structured reports and analytical tools that transform business data into meaningful intelligence for strategic planning and management decisions.

viii) Workflow Automation

Streamlining approval processes, task assignments, information flows, and routine business activities to improve accountability and productivity.

ix) Financial Reporting Automation

Automating the preparation and consolidation of financial reports to improve accuracy, consistency, timeliness, and reporting efficiency.

x) Digital Internal Controls

Strengthening digital control environments through automated approvals, access management, audit trails, and monitoring mechanisms that promote accountability and reduce operational risks.

08 Professional Training & Capacity Building

Strong systems depend on people who understand their responsibilities and have the skills to carry them out. Our training services build practical capability in financial management, audit, tax, risk and compliance. Training can be tailored to the audience's roles, existing knowledge and the organization's specific procedures.



a) Internal audit training

We strengthen internal audit knowledge through practical, risk-based learning aligned with professional principles and the organization's control environment.

b) Financial management training

We build skills in budgeting, financial controls, reporting and financial decision-making to support accountability and better resource management.

c) Tax compliance training

We help teams understand relevant tax responsibilities, documentation practices and processes for meeting compliance obligations.

d) Risk management training

We develop staff capability to identify, assess, prioritize and respond to risks in their areas of responsibility.

e) Fraud awareness and prevention

We equip teams to recognize fraud indicators, understand reporting channels and apply controls that reduce opportunities for fraudulent activity.

f) Procurement compliance training

We provide practical learning on procurement rules, processes and good practice to support transparency, consistency and compliance.

g) Corporate Governance

Building an understanding of governance principles, regulatory responsibilities, ethical leadership, accountability, and effective oversight practices.

h) Budget Preparation

Equipping participants with practical skills in budget development, forecasting, resource allocation, budget monitoring, and variance analysis.

i) Financial Reporting

Strengthening competencies in preparing, interpreting, and presenting accurate financial reports to support transparency, compliance, and informed decision-making.

j) Internal Controls

Developing knowledge of internal control systems, risk identification, control assessment, fraud prevention, and accountability mechanisms.

k) Accounting Software

Providing practical training on accounting systems and digital finance tools to improve transaction processing, bookkeeping, reconciliations, and financial reporting.

l) Leadership for Finance Teams

Developing leadership, communication, team management, strategic thinking, and decision-making skills to enhance the effectiveness of finance professionals and departmental leaders.



WHY CHOOSE QUARTEX SYNERGY & ASSOCIATES?

Choosing a professional adviser is a decision about trust, judgement and the quality of support an organization can expect. Quartex Synergy & Associates combines technical competence with a practical understanding of how financial, regulatory and operational decisions affect day-to-day performance.



Integrated professional expertise

Audit, tax, accounting, compliance, risk and advisory needs often overlap. Our integrated offering gives clients a coordinated professional partner and helps connect findings across related areas of the business.

Solutions shaped around your organization

We begin by understanding your operations, objectives, constraints and obligations. This allows us to tailor the scope of work and recommendations to the issues that matter most, rather than relying on a one-size-fits-all

Strong focus on standards and compliance

Our work is informed by relevant professional frameworks and applicable Kenyan regulatory requirements, including relevant financial reporting and auditing standards such as IFRS and ISA, and public-sector reporting frameworks where applicable.



Clear, actionable communication

We aim to make complex financial and compliance matters understandable. Findings are presented with context and practical recommendations so that management can determine priorities and take informed action.



Risk awareness and stronger controls

We look beyond isolated errors to consider the systems and processes behind them. Our reviews help identify vulnerabilities, improve accountability and support the protection of organizational resources.



Technology-aware ways of working

Where appropriate, we use financial systems, digital tools and data analysis to support more organized records, efficient reporting and better visibility into business performance.



Professionalism and confidentiality

We handle client information with discretion and approach each assignment with due care, independence where required, and respect for the responsibilities entrusted to us.



A focus on sustainable value

Our objective is not simply to complete an assignment. We aim to leave clients with clearer information, stronger processes and recommendations that can contribute to sound management and long-term organizational resilience.

OUR COMPETITIVE ADVANTAGE

01

Industry Expertise

Our team brings practical experience across diverse industries, enabling us to deliver relevant financial, audit, tax, and business advisory solutions.

02

Client-Centered Approach

We tailor our services to each client's needs, priorities, and operational environment to deliver practical solutions that support their objectives.

03

Technology Driven

We leverage modern accounting tools and digital solutions to improve accuracy, streamline processes, and support efficient financial management.

04

Regulatory Knowledge

We maintain an understanding of applicable financial, tax, audit, and compliance requirements to help clients meet their obligations and manage regulatory risks.

05

Timely Delivery

We prioritize proper planning, clear communication, and efficient execution to deliver assignments within agreed timelines.

06

Professional Integrity

We uphold confidentiality, objectivity, accountability, and ethical conduct in every engagement, building trusted and lasting client relationships.

WHO WE BRING OUR SOLUTIONS TO

Our services are designed for organizations at different stages of development and across different operating environments. We adapt the scope and depth of our support to the needs, obligations and capacity of each client.

Corporates and established businesses

We support established organizations with audit, financial reporting, tax compliance, internal controls, governance reviews and advisory services that strengthen accountability and support strategic decision-making.

Small and medium-sized enterprises (SMEs)

We help SMEs establish reliable books of account, manage tax obligations, monitor cash flow, improve controls and obtain financial information that supports growth and operational discipline.

Start-ups and entrepreneurs

We assist emerging businesses in setting up sound financial practices, understanding regulatory obligations, assessing business viability and building the financial discipline needed for responsible growth.

Non-governmental organizations and development partners

We provide financial management and assurance support suited to grant-funded and donor-funded environments, including project audits, grant compliance reviews, financial reporting and accountability processes.

SACCOs and member-based organizations

We help strengthen financial reporting, control environments, governance practices and compliance processes that support transparency and responsible stewardship of member resources.

Government and public-sector institutions

We support assurance, compliance, performance and value-for-money reviews, with attention to accountability, efficient resource use and applicable public-sector requirements.

Organizations across multiple sectors

Our professional services can be tailored to the operating realities of sectors such as financial services, healthcare, construction, hospitality, technology, manufacturing, trading, logistics and real estate.



INDUSTRY EXPERIENCE

Quartex Synergy & Associates serves organizations with differing financial structures, regulatory obligations and operational models. Our services are adapted to the specific context of each engagement, with attention to the nature of the organization, the risks it faces and the standards or contractual requirements that apply.

1

Financial services and SACCOs

Financial reporting, governance, compliance and control processes.

2

Healthcare

Financial accountability, operational controls and management reporting.

3

Construction and real estate

Project-related financial oversight, asset controls and business advisory.

4

Manufacturing and trading

Inventory, revenue, procurement and working-capital processes.

5

Logistics and supply chain

Operational controls, financial reporting and process efficiency.

6

Hospitality

Revenue assurance, cost monitoring and financial management.

7

Technology and professional services

Accounting, tax, compliance and growth-oriented advisory.

8

NGOs and development projects

Donor accountability, project audits, grant compliance and financial reporting.

9

Public and institutional organizations

Compliance, performance reviews and value-for-money considerations.

TECHNOLOGY AND INNOVATION

We embrace technology and innovation to enhance financial management, improve operational efficiency, strengthen decision-making, and support business growth.



01

Cloud Computing

Cloud-based systems for secure access to financial information, collaboration, and efficient data management.

02

Artificial Intelligence (AI)

AI-powered solutions to support data analysis, streamline routine tasks, and improve operational productivity.

03

Data Analytics

Transforming financial and operational data into meaningful insights that support planning, performance monitoring, and informed decisions.

04

Enterprise Resource Planning (ERP)

Integrated business systems that connect finance, procurement, inventory, and other operational functions for better coordination and control

05

Microsoft Power BI

Interactive dashboards and reports that help organizations track performance, interpret trends, and make data-driven decisions

06

Business Process Automation

Automating repetitive tasks and workflows to reduce manual effort, minimize errors, and improve consistency across business operations.

OUR TEAM

Our team brings together professional accounting knowledge, audit and tax experience, financial management capability and a client-focused approach. We value careful analysis, clear communication and recommendations that can be applied in real operating environments.



CPA (K) MULKI ENO HASSANO

**Financial Management, Reporting &
Business Advisory Lead**

CPA Mulki Eno Hassano is a Certified Public Accountant of Kenya (CPA(K)) and holds a Master of Science in Finance. She has over five years of professional experience, including work with non-governmental organizations. Her experience spans accounting, financial management, budgeting, taxation, auditing, financial reporting, financial analysis and compliance.

She combines technical financial knowledge with a practical, service-oriented approach to consultancy. Her focus is on helping clients maintain dependable financial processes, understand their financial position and meet relevant obligations. She is committed to professionalism, integrity and providing practical solutions that help clients make informed decisions and pursue their objectives with confidence.

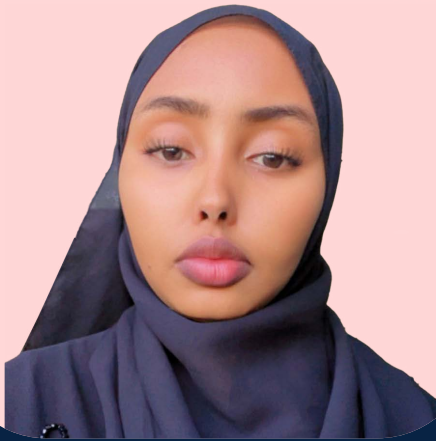


CPA (K) MWENESI ABEL KABILA

Senior Accountant | Tax, Audit & Compliance Lead

CPA Mwenesi Abel Kabila is a Certified Public Accountant with more than five years of progressive experience in accounting, tax and audit across multi-entity and cross-border portfolios in East Africa. He provides strategic oversight of tax, audit and statutory compliance for client entities operating in sectors including manufacturing, trading, logistics, real estate and construction.

His technical experience includes VAT, PAYE, withholding tax, management accounts, financial statement preparation, internal controls and liaison with the Kenya Revenue Authority and external auditors. He has worked with financial and enterprise systems including SAP, QuickBooks Online, ERPNext, Xero and Focus. Abel is also known for improving reporting processes and supporting automation and turnaround efficiencies, combining technical rigour with a commercially minded approach to financial stewardship.



CPA(K) IFRAH IBRAHIM

**Risk Advisory, Internal Controls &
Regulatory Compliance Lead**

CPA Ifrah Abdi Ibrahim is an experienced accounting and finance professional with over five years of practical experience in the real estate and trading sectors. She possesses a strong understanding of accounting principles, taxation, auditing, financial management, regulatory compliance, risk management, and business advisory. Her professional expertise encompasses financial reporting, budgeting, tax planning and compliance, financial analysis, and the assessment of business operations to ensure accuracy, accountability, and adherence to applicable regulatory requirements. Through her analytical skills and attention to detail, she supports organizations in maintaining reliable financial records, strengthening financial procedures, and ensuring that financial information is effectively utilized in planning and management.

Ibrahim is committed to enhancing financial performance, strengthening internal controls, and supporting sound business decisions. Guided by professionalism, integrity, and a solution-oriented approach, she delivers practical, value-driven financial solutions that promote organizational efficiency, accountability, and sustainable growth.



MASARA N KEVIN

Governance, Assurance & Strategic
Performance Lead

Masara N Kevin is a versatile professional with over five years of progressive experience spanning governance, audit, accounting, taxation, compliance, financial analysis, and business advisory. Having worked with organizations across both the private and public sectors, he has developed a strong understanding of diverse organizational structures, financial systems, and regulatory environments. His expertise enables him to assess financial performance, evaluate operational processes, and identify areas for improvement while ensuring accuracy, accountability, and compliance with applicable standards. By combining technical knowledge, analytical thinking, and practical industry insight, he provides well-informed guidance that addresses organizational needs and supports effective financial and operational management.

Masara is committed to helping organizations strengthen financial integrity, improve internal controls, manage risks, and make informed strategic decisions. Through a professional, analytical, and client-focused approach, he delivers practical solutions that enhance operational efficiency, promote accountability, and create sustainable value.

CLIENT ENGAGEMENT PROCESS

STEP 1

Consultation

We discuss the organization's needs, challenges and objectives to understand the desired outcomes.

STEP 2

Needs Assessment

We assess available information to identify key needs, risks and opportunities.

STEP 3

Proposal and scope

We present a tailored proposal outlining the approach, deliverables, timeline and fees.

STEP 4

Engagement Confirmation

We formalize the engagement and agree on responsibilities, communication and required resources.

STEP 5

Execution

We undertake the agreed work using appropriate professional procedures, standards and evidence.

STEP 6

Reporting and Recommendations

We present clear findings and practical recommendations to guide informed decision-making.

STEP 7

Continuous Support

Where agreed, we provide follow-up guidance and support implementation as needs evolve.



OUR COMMITMENT

At Quartex Synergy & Associates, we understand that clients entrust us with important information and decisions. We take that responsibility seriously. Our commitment is to approach each assignment with integrity, technical care, confidentiality and a clear understanding of the value the client expects from the engagement.

We aim to deliver work that is well considered, clearly communicated and practically useful. Where we identify weaknesses or areas for improvement, we seek to explain not only what requires attention, but why it matters and what actions may help address it. We value lasting professional relationships built on trust, accountability and consistent service.

Our guiding principles remain simple: integrity in our conduct, precision in our work, innovation in our approach and growth in the value we help organizations create.

CONTACT DETAILS

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