

## CORPORATE FINANCE SERVICES BOUQUET

Sr. No.	ROLES	SCOPE OF WORK
1	<b>External CFO/CONTROLLER Services</b>	<ul style="list-style-type: none"> <li>Act as external Chief Financial Officer/ Controller and strategic business partner to the senior executive leadership team.</li> <li>Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.</li> <li>Provide recommendations to strategically enhance financial performance and business opportunities.</li> <li>Prepare Business Valuations, Develop Financial Models and advice on Value Creation.</li> </ul>
2	<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Direct and oversee all aspects of the Finance &amp; Accounting functions of the organization.</li> <li>Oversee the full utilisation of the ERP Systems or implement new ones thereby making the business process both efficient and cost effective.</li> <li>Develop and implement effective internal controls and systems and ensure compliance with IFRS and local regulatory laws and rules for financial and tax reporting.</li> <li>Reconcile and maintain detailed and accurate accounting records.</li> <li>Provide a comprehensive and customized monthly financial reporting package.</li> <li>Preparation of annual accounts and managing the financials year-end audit process with external auditors.</li> <li>Business process improvement.</li> <li>Develop and manage the finance team, carry out performance evaluations and recommend changes if required to the management.</li> </ul>
3	<b>Financial Planning &amp; Analysis</b>	<ul style="list-style-type: none"> <li>Develop and maintain the annual budget and forecasting process.</li> <li>Assist the management with project costing</li> <li>Provide executive management with advice on the financial implications of business activities.</li> </ul>
4	<b>BOD &amp; Corporate Governance</b>	<ul style="list-style-type: none"> <li>Provide directorship to companies whereby act as an independent advisor/director to support the decision making.</li> <li>Act as Investors Financial Representative to Investments Companies BOD.</li> <li>Design and implement Corporate Policies.</li> <li>Review current financial &amp; internal control policies &amp; improvise on them</li> </ul>
5	<b>Accounting</b>	<ul style="list-style-type: none"> <li>Maintain books of accounts on accounting software provided by the client.</li> <li>Maintain books of accounts as per international accounting standards.</li> <li>Prepare weekly/monthly accounts and report as per pre-agreed reporting dates.</li> <li>Preparation of Client invoices and updating relevant spreadsheets as per set guidelines, coordinating with staff and assisting with collection.</li> </ul>
6	<b>Tax</b>	<ul style="list-style-type: none"> <li>Manage the VAT compliance process.</li> <li>Reconciliation and filling of monthly / quarterly tax returns</li> <li>Manage the relationship with FTA and attend to any tax related queries. (Does not include litigation related services)</li> </ul>
7	<b>Treasury</b>	<ul style="list-style-type: none"> <li>Ensure stringent cash flow control and management</li> <li>Manage the banking relationship</li> <li>Advise the BOD on future funding and capital requirements.</li> <li>Enter the transaction in the banking systems post approval of payment run (only maker role).</li> </ul>

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8	<b>Audit &amp; Assurance</b>	<ul style="list-style-type: none"><li>• Conduct Internal Audits or any special investigation in companies.</li><li>• Assist with External Audits.</li><li>• Carry out internal audits on the business process and provide audit reports and board meetings</li><li>• Manage the physical and operational risk and advice the BOD on strategies to mitigate such risk.</li></ul>
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