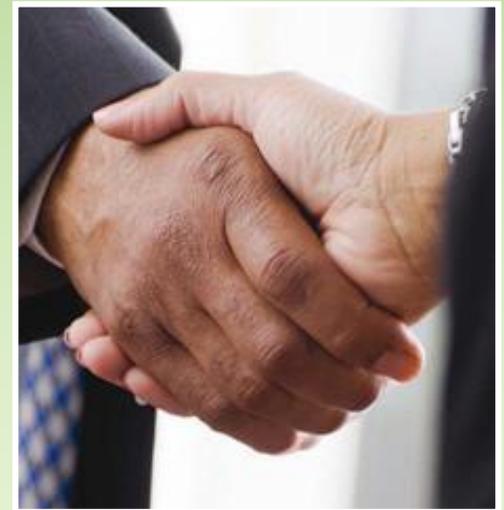




NYANSA AFRICA

GROUP SERVICES BROCHURE

2018



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ABOUT NYANSA AFRICA

WHO WE ARE

Nyansa Africa believes in Personal Development and Teamwork and places our customers at the core of our values. The company provides support services to local and foreign companies looking to setup, develop or expand their business in Ghana. Specialised services include Training, Accounting, Tax, Advisory and Audit.

VISION

To offer world class solutions to Business Development and Expansion in Africa

MISSION

To deliver integrated management consulting, training and product expansion solutions; designing, building and implementing channels through which our clients can apply the resources of Finance, People, Infrastructure and Information, as they grow their business in Africa

OUR LOGO



NYANSAPO or “wisdom knot” is an African symbol of wisdom, ingenuity, intelligence and patience. An especially revered symbol of the Akan, this symbol conveys the idea that “a wise person has the capacity to choose the best means to attain a goal. Being wise implies broad knowledge, learning and experience, and the ability to apply such faculties to practical ends.”

GROUP SERVICES

Business Advisory

Accounting, Tax, Payroll, Quickbooks

Regulatory & Compliance

Secretarial, Business Registration, Immigration

Learning & Development

Recruitment, Training, Team Building, Coaching, Human Resources

Audit

Statutory, Financial Reporting, Risk & Compliance, Internal Audit, Forensic Audit

TRAINING METHODOLOGY

METHODOLOGY

Training customised for your Organisation & Industry

Many organisations find it economical to have short courses in-house for groups of staff. Assessment and Workplace Based Training short courses are particularly popular with medium to large enterprises. In-house courses can be drawn from our 'off the shelf' training modules and developed in partnership with you to meet your organisation's specific needs and business goals.

We can work with you to identify the specific learning needs that are linked to business goals, then design and develop flexible learning assessment strategies that meet the outcomes you specify.

Nyansa Africa offers clients access to customised management courses that are specifically designed to enhance management leadership and strategic thinking skills within the business. The in-house customisation process followed by **Nyansa Africa** is unique and consists of six main steps as per the figure on the right.



TRAINING NEEDS ANALYSIS

A Training Needs Analysis is a review of the learning and development requirements for your staff within your organisation.

It considers the skills, knowledge and behaviours that you or your staff need, and how to develop them effectively.

Nyansa Africa can assist in carrying out a Training Needs Analysis and promote learning across the whole organisation.

A Training Needs Analysis as a process covers the following:

- Review of current training
- Task analysis (of new or modified system)
- Identification of training gap
- Statement of training requirement
- Assessment of training options
- Cost benefit analysis of training options

TRAINING PROGRAMMES

SHORT COURSES

Continuous Professional Education for the Working Adult

Today's workplace is continually being buffeted by major and complex influences that have, and will continue to cause dramatic change. Our specialist courses are continually reviewed to ensure they are keeping pace with these changes, reflect the real world and provide the skills employers and employees are demanding.

These specialist courses are ideally suited for:

- 🌿 Executives needing to keep pace with employer expectations, industry changes, and global competitive dynamics
- 🌿 Individuals wanting to acquire new skills with the aim of opening up new doors and broadening their career opportunities
- 🌿 Corporations that recognise the value of on-going staff education and development in maintaining a competitive advantage in today's constantly changing environment

Nyansa Africa has a strong ongoing commitment to the concepts of 'continuing professional education' and 'lifelong learning'. In conjunction with our internationally experienced team of facilitators we have developed a comprehensive range of short specialist courses and are continually adding new courses to our portfolio.

Nyansa Africa offers short courses in the following areas:

- | | | |
|-----------------------------|-----------------------------|--------------------------|
| 🌿 Leadership and Management | 🌿 Personal Development | 🌿 Operational Management |
| 🌿 Finance, Audit & Risk | 🌿 Human Resource Management | 🌿 Sales and Marketing |

MANAGEMENT DEVELOPMENT PROGRAMMES

Through these management programmes we enable managers to develop and improve their skills, not only to benefit themselves, but also the organisations for which they work. As organisational success is dependent on managerial effectiveness, we have developed three levels of management programmes, which enable managers on a middle, senior and an executive level to contribute significantly to the economic benefit of an organisation. Our development programmes include both structured informal workplace-based training as well as formal facilitation learning sessions.

All courses may be presented in-house, anywhere in the world.

CORPORATE TEAM BUILDING

Great products and services are made and delivered by great teams. Working in a successful and happy team is extremely satisfying. The cooperative atmosphere, the ease of achieving big results and the sense of significance of belonging to a successful team is very appealing. Working as part of such optimal teams is the dream of any individual and organisation.

Nyansa Africa focuses on transforming a group of people to a team of motivated individuals who work smoothly towards a common goal. Delegates are introduced to the concept of Team Roles and explore different ways of recognising and establishing their roles within the team. This knowledge enables team workers to manage their roles and responsibilities in the team and avoid gaps or overlaps in roles.

The first objective is to teach a series of theoretical learning points about an ideal team followed by exercises. The second objective is to get a number of people participate in a series of exercises so that they accumulate a shared experience and end up feeling more as a team.

Nyansa offers you the perfectly fitting, tailor- made solution for your facilitation and moderation needs for:

- 🌿 Teambuilding and Issue Resolution
- 🌿 Business Planning Sessions
- 🌿 Meetings, Retreats and Events
- 🌿 Change and Redesign of Processes



So, what is it exactly that we will be doing: As a neutral person, we help you as a group -your team, your division, your company- work together more effectively. Our job is to help you in setting out the agenda and lead the group and meeting process, and that includes to help you improve the way you communicate, examine and solve problems and make decisions. We help your group to stay on task, be more creative, efficient and productive.

What are the Benefits?

- 🌿 Focus & Concentration: Because we focus specifically on the process, everyone else can get on with the purpose and outcomes of the meeting and concentrate fully on the subject matter
- 🌿 Structure, Clarity, Timeliness: Have meetings that are structured, results- oriented, time efficient and fulfill their purpose
- 🌿 Involve Employees in the changes that will affect them: Increase their buy- in into your decisions and build a solid team
- 🌿 Neutrality: We bring a process-focused neutrality to the proceedings and have no role in the issue



HUMAN RESOURCES

RECRUITMENT SERVICES

In providing our Recruitment Services the following sets out our methodology and deliverables:

- 🌿 Review our database for qualified candidates who meet the required qualifications and attributes
- 🌿 Conduct an executive search for suitable candidates through our personal and business contacts
- 🌿 Short-list candidates in line with the agreed criteria and forward short list to the client
- 🌿 Conduct initial screening interviews for short-listed candidates confirmed by the client.
- 🌿 Arrange for the client to interview candidates it wishes to further consider. The client will be responsible for the final interviews and selection.
- 🌿 Conduct criminal reference check with the Criminal Investigation Department (CID)
- 🌿 Conduct professional reference checks



OTHER HUMAN RESOURCE SERVICES

- 🌿 Salary surveys and benchmarking
- 🌿 Psychometric and competency-based assessments
- 🌿 Expatriate relocation services
- 🌿 Establishment of employee contracts
- 🌿 Design of appropriate performance appraisal systems
- 🌿 Introduction and orientation to the region
- 🌿 Outsourcing of Human Resources department



BUSINESS FORMATION

The government of Ghana is committed to implementing policies that reduce the general cost of doing business in Ghana and to promote investor confidence in the country. With a stable multi-party government that is committed to market liberalization, Ghana has been ranked as one of the most attractive locations for doing business in Africa.

Nyansa Africa can ensure the processing of the full registration of your company, partnership or branch in Ghana is carried out in a timely and cost efficient manner, along with the registration with any additional industry specific agencies, including expatriate work and residence permits.

DOMESTIC LAWS

Laws governing the establishment of business in Ghana are in accordance with the provisions made in the following legal legislations:

- 🌿 The Companies Code, 1963 – Act 179
- 🌿 The Incorporated Private Partnership Act, 1962 – Act 152
- 🌿 The Business Name Act, 1962 – Act 151

The investor, whether Ghanaian or a foreigner, who wants to establish a resident business entity has to register with the Registrar General's Department (RGD) under one of the Acts named above except where the entity is to operate in the country as a representative of a non-resident business entity. In that case it does not go through the process of incorporation under Act 179 but simply submits the required documents to the Registrar who registers them in the register of External Companies.

INVESTMENT LEGISLATION

The legal framework for investment in Ghana is regulated by the following different agencies in the country.

- 🌿 Registrar General's Department
- 🌿 Ghana Investment Promotion Centre – GIPC
- 🌿 Ghana Immigration Service – GIS
- 🌿 Ghana Revenue Authority – GRA
- 🌿 Environmental Protection Agency – EPA
- 🌿 Ghana Free Zones Board
- 🌿 Petroleum Commission
- 🌿 Minerals Commission

IMMIGRATION SERVICES

Nyansa Africa recognizes the challenges companies face daily with immigration and expatriate work related services. We value regulation and our service is geared towards achieving compliance with minimal disruption to your business.

WHAT WE DO

Nyansa Africa assists companies to comply with immigration laws and regulations on expatriate employment in Ghana. Our immigration unit comprises specialists in this field and provides services, including, but not limited to:

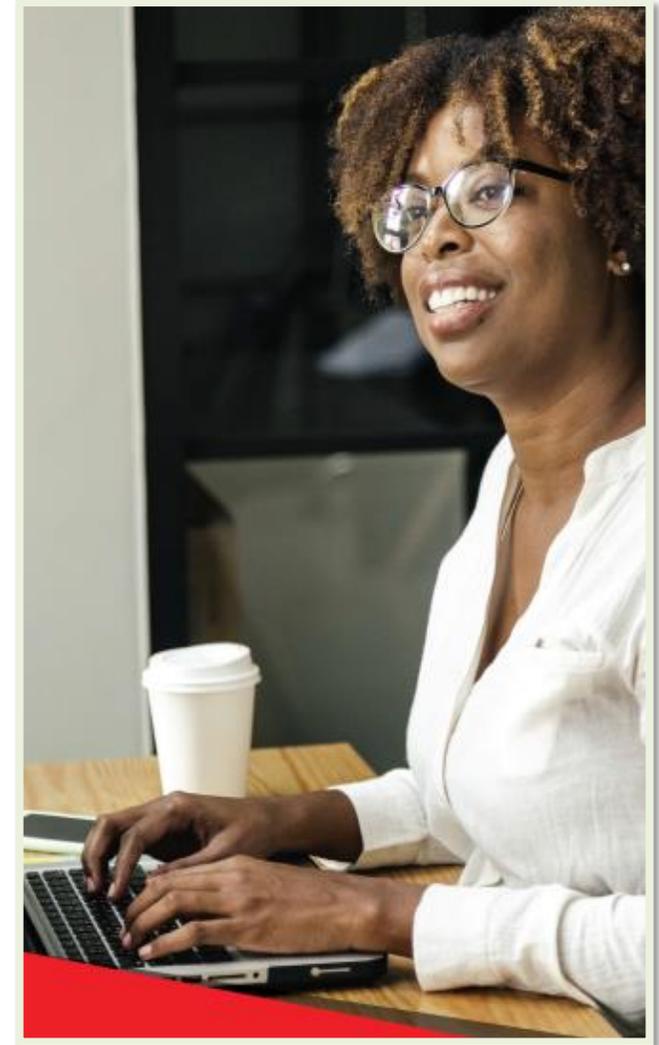
- 🌿 Work and residence permits applications and renewals from Ghana Immigration Services
- 🌿 Applications for Automatic and Additional Expatriate Quota's from Ghana Investment Promotion Centre
- 🌿 Visa on arrival letters
- 🌿 Visa letter of invitation and okay to board
- 🌿 Single or Multiple Re-entry Visas
- 🌿 Assist expatriates to obtain Visas to other African countries

WHY USE US

Nyansa Africa takes the stress out of your visa application and assists during the entire process. Any foreigners wishing to work in Ghana must have a work permit. Ghanaian companies are formally forbidden to hire workers who do not have the correct work permits.

So what can you expect from Nyansa Africa Immigration Service?

- 🌿 Immigration practitioners with over 10 years' experience
- 🌿 Personal contact and one-on-one communication
- 🌿 All of our visa charges and fees are transparent, quoted upfront and have no hidden extras
- 🌿 You can expect prompt responses, regular updates and continuous advice
- 🌿 You will be provided with a dedicated administrator who will liaise with you every step of the way in compiling and submission



COMPANY SECRETARIAL

Having incorporated a company, **Nyansa Africa** can serve as your company secretary (compulsory under Ghanaian Company law). The secretary is supplementary to the Board of Directors and is to guide the Directors on all legal and regulatory aspects.

SPECIFIC SECRETARIAL SERVICES

- 🌿 Filing of annual returns and obtaining certified true copies
- 🌿 Effecting all Statutory updates required in the year
- 🌿 Provision of minutes, representation letters and liaison with external auditors/external solicitors as may be required
- 🌿 Compliance Advisory Services
- 🌿 Preparing documents to effect share transfers and allotment of shares
- 🌿 Liaison with Ghanaian management and regulatory authorities
- 🌿 Periodic update of statutory books per company per annum
- 🌿 Provision of template resolutions for meetings and other decisions of the BOD and shareholders
- 🌿 Signing of relevant documents and accounts and custody of company seal and execution on request
- 🌿 Attendance at Board and General Meetings including time spent on logistics and preparation for issuance of notices.
- 🌿 Provision of local nominee director and local branch manager



ACCOUNTING SERVICES

Nyansa Africa can manage and process your accounting functions at our off-site service center based in Accra, Ghana. With **Nyansa Africa** on board, you would have at your disposal experienced executives to help you with your high-level planning and transactions. You also would have the dedicated services of an experienced account manager to oversee your day-to-day back-office activities, and those of an experienced associate level person to record your transactions in a timely and efficient manner.



Our customized suite of services includes:

- 🌿 Preparation of monthly management accounts
- 🌿 Annual financial statements in accordance with local and international financial reporting standards
- 🌿 Reconciliation of bank and other balance sheet accounts
- 🌿 Fixed asset and capital accounting
- 🌿 Expense reporting for management control purposes
- 🌿 Financial statement audit support services

Our Approach to Outsourced Accounting Services

- 🌿 **Pay for what you need, when you need it.** We customize our services to fit your business. You can outsource all your accounting needs to us, or we can complement your existing staff
- 🌿 **Fixed-fee pricing.** You'll never have to worry that the meter's running. Consistent, predictable fees mean you'll be able to accurately budget for your outsourced accounting services
- 🌿 **Access to a deep bench.** The resources of one of the fastest growing accounting firms in the region are at your disposal. Should you need additional help, we can add accounting, tax, and consulting expertise to the team that serves you
- 🌿 **Convenience.** **Nyansa Africa** provides accounting systems—such as QuickBooks and Forward ERP, — configured to meet your business's needs, both now and as it grows

PAYROLL SERVICES

Nyansa Africa provides an efficient and comprehensive payroll service tailor made to meet individual client requirements.

Our payroll service offers a cost effective alternative to in-house payroll and removes the administrative burden from management allowing you to focus on your core business operations. Using customized payroll software, we deliver a quality service, with accuracy, confidentiality and compliance, and most importantly ensuring that your staff are always paid on time.

OUR SERVICES

Nyansa Africa offers a flexible and comprehensive range of cost-effective payroll processing services tailored to comply with government regulations, which include:

- 🌿 Support collection and capture of critical payroll data including new hire setup, terminations and other key information imperative for accurate processing
- 🌿 Processing net payroll disbursements, including variable commissions
- 🌿 Compilation of monthly payroll summary reports for management review
- 🌿 Distribution of pay slips via e-mail
- 🌿 Remittance to regulatory authorities and obtaining PAYE remittance receipts
- 🌿 Processing and obtaining employee's individual tax clearance certificates

WHY OUTSOURCE

Processing employee payroll can be complicated, time consuming, and difficult to do correctly. By hiring a professional, you can avoid costly mistakes, save money, and free up time to do what you do best – manage your business.

3 benefits to hiring **Nyansa Africa** payroll services:

- 🌿 Saving time & money
- 🌿 Confidentiality
- 🌿 Accuracy



TAX ADVISORY SERVICES

Companies registered in Ghana are subject to VAT (15%), NHIL (2.5%), Withholding tax (3-20%), PAYE and Companies Income Tax (25%). For businesses starting up or expanding, we can provide advice on how to choose the most appropriate operating structure. **Nyansa Africa** tax advisors are well versed in the local laws and regulations to ensure that you are compliant.

TAX COMPLIANCE SERVICES

- ✿ Assist with the registration of new company with the relevant tax authorities for companies income tax (CIT) and value added tax (VAT) and processing the initial tax clearance certificate.
- ✿ Monthly calculation and remittance of WHT and VAT
- ✿ Review and submit the companies income tax returns.
- ✿ Completion and submission of companies quarterly tax self-assessment forms to the Ghana Revenue Authority (GRA)
- ✿ Assist in responding to routine tax queries and other requests for information by the Ghana Revenue Authority (GRA)
- ✿ Provide advisory opinions at the company's request on various tax or regulatory issues relevant to the company's operations.
- ✿ Covering the key areas of Business Tax, Personal Tax, Transfer Pricing, VAT and International Tax



QUICKBOOKS IMPLEMENTATION & SUPPORT

Nyansa Africa is an authorised reseller of QuickBooks Accounting and Business Software solutions in Africa. We cater to small, medium and established enterprises, with many customers trusting our applications to manage their companies' finances on a daily basis.

With our head office based in Accra, Ghana, we offer a comprehensive product, service and support infrastructure.

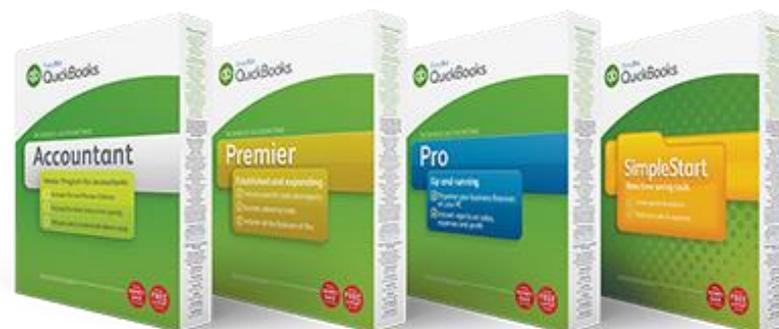
THIS IS COMPRISED OF:

- 🌿 Telephonic and internet support
- 🌿 On-site support and installation
- 🌿 Ongoing training courses and seminars



QuickBooks is the most cost effective accounting software available. This means that you get a fully functional product, with all the modules built in, at no extra cost. In addition, we offer training, support and a variety of other services to those who wish to use them.

QuickBooks is easy to learn and simple to use. It can also be adjusted to the expansion of your company for scalability - just one of the many reasons that it's hailed as the No.1 bestselling Accounting Software worldwide.



NYANSA AUDIT ASSURANCE

Nyansa Audit is a firm of Chartered Accountants located in Labone, Accra, Ghana that operates under professional license issued by the Institute of Chartered Accountants (Ghana) in March 2015. It provides a range of business services to local subsidiaries of multinational entities that operate in a variety of industries including mining, oil and gas, consumer markets, legal services and donor funded agencies.



All our partners and senior members of staff are either qualified professionals or members of professional accounting bodies in Ghana.

Our approach to engagements is centered on building a team that is multi-disciplinary to assist in quickly identifying the need for specialized input in dealing with issues affecting our clients.



WHAT WE CAN OFFER YOU

- 🌿 **Statutory Audit** Independent quality financial statement audits
- 🌿 **Financial Reporting** Advisory Drafting statements in compliance with IFRS
- 🌿 **Fraud Risk Management** Helping you reduce risk and implement anti-fraud programme
- 🌿 **Governance, Risk & Compliance** Forming part of your successful business strategy
- 🌿 **Internal Audit** Add value, reduce costs and improve efficiency
- 🌿 **Forensic Audit** Forensic Accounting and Fraud Investigations

OUR MANAGEMENT TEAM

Nyansa Africa has a team of highly qualified and experienced personnel to best assist you in the development of your business.



Ashley Rix
Managing Director

12 years' experience in West Africa in the IT, Distribution, Engineering and Logistics industries focussing on finance and general management. Specialist in implementation and training on ERP and Accounting Software systems.



Emmanuel Marfo
Director
(Business Advisory)

10 years' experience in Finance, Management Accounting, Tax, Project Management as well as implementation and training on ERP systems. Establishment of internal control policies and procedures in companies like Olam International and China Geo-Engineering Corporation.



Percival Addy
Senior Audit Partner
(Nyansa Audit)

Percival was until 31 December 2014, a Senior Audit Manager at KPMG Ghana having worked with the firm over the last 36 years. Percival brings to this firm extensive technical skills and competences including leadership in carrying out financial statements audits.



Nadine Rix
Director
(Learning & Development)

4 years' experience in Nigeria Telecoms industry heading up Business Risk. Nadine has presented courses on Enterprise Risk Management; Internal Audit, Audit Automation; IFRS and Standard and Industry update training courses.



Tony Nhyira-Aikins
Director
(Compliance & Regulatory)

4 years' experience in compliance and discrepancy resolution for major international courier company. Proficient in company incorporation and payroll related regulatory and immigration procedures.

CONTACT US



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OUR CLIENTS

