

Expertise never equaled

Through efficient collaboration of an experienced team, extensive research and on boarding of consultants our service is unmatched.



WE EXCEL AT:

Accounting, auditing and business advisory services.
Assessment of financial health.
Financial forecasts.

Tax planning and filing.
Filing statutory deductions.

Data entry and preparation of monthly management accounts.
Electronic and manual processing of payrolls.



Anticipate, mitigate and protect. Your interest always comes first.



The customer experience. Our service exceeds the expectations of the customer.



Timely delivery of service.

Trust our team to guide you through the complexities of the market – auditing, tax compliance, forecasting, financial advisory and forecasting.

MATRIX ACCOUNTANTS AND AUDITORS

FIRM'S PROFILE AND CAPABILITY STATEMENT

Matrix Accountants and Auditors,
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OUR CLIENT



Mr. Martin Wamae; Managing Partner

Matrix Accountants and Auditors is a solution-driven firm of accountants and financial managers with a mission of helping you improve your operations.

We help clients enhance the performance of their systems, people, and organizations.

The firm is built on a solid foundation of value-adding service delivery to our clients. The needs of the clients come first.

Matrix Accountants and Auditors teams labor to understand the market needs for dynamic accounting and financial management services. The firm is customer-centric, and the customer

experience is key. We consistently meet their customers' expectations, ensuring we remain their first and only choice. We are constantly innovating, relearning and strategizing to proactively respond to demands in a dynamic business environment to meet this.

Each client is unique. Therefore, every client's experience and needs will be different from the others. Matrix Accountants and Auditors create a unique solution customized to each client.

Our clients are our business partners; their problems, growth and success are ours. We owe it all to our Partners.

Yours Sincerely,

Matrix Accountants and auditors

BRIEF HISTORY OF THE FIRM

Matrix Accountants and Auditors began operations in January 2013. This was after due registration under the Business Names Act. The firm has two proprietors' Martin Wamae and Mercy Murimi. Operations began from the proprietor's residence before moving offices to Windsor House, Nairobi Central Business District (CBD). The firm started with a team of 3 full-time staff members.

Over the years, our clientele base has grown tremendously, necessitating a bigger team and space. The firm offices are now domiciled at Milele Center, Mombasa Road. The staff has also grown to 13 full-time employees as of the end of 2023.

COMPANY VALUE SYSTEM

Mission





To innovatively design and enhance our financial management and accounting services to ensure effective and efficient delivery of value adding service to all our business partners and clients.

Vision

To be the leading firm in accounting and financial management in east and central africa by the year 2027

Core Values

To ensure achievement of our mission and corporate goals, Matrix Accountants and Auditors fosters and espouse the following core values;

-  Quality customer service
-  Participative leadership
-  Teamwork
-  Self-responsibility

COMPANY STRUCTURE

Matrix Accountants and Auditors is a medium sized firm with a full team of staff in compliance with the Auditing firms' policies.

Management

Mr. Martin Wamae	Managing Partner
Ms. Mercy Murimi	Partner

Staffing

Category	Number
Partners	2
Assistant manager	1
Other Professional staff	10
Total	13

Key Personnel Qualifications

Personnel	Qualifications	Designation
Mr. Martin Wamae	B.Com(UON) CPA (K)	Managing Partner
Ms. Mercy Murimi	B.Com (KCA), CPA (K)	Partner
Ms. Mary Mahugu	CPA (K), Bcom (UON)	Manager
Mr. David M. King'ori	Bcom (UON)	Auditor
Mr. Samuel Mboya	CPA (K)	Accountant

STATEMENT OF FACTS

Service Quality

Close partner participation is assured. The partner in-charge institutes quality checks for work in progress. This ensures personalized services through partner involvement.

Applicable Law

The engagement shall be governed by, and construed in accordance with the Kenyan Law.

Confidentiality and Independence

The firm and its employees maintain strict confidentiality for information obtained while carrying out our professional duties.

Our Worth

The firm prides itself in provision of quality service to our esteemed partners and clients. It is in this service that they are able to judge our value. This value is the key to the firm's future and worth.

Synergy

He/she is wise who knows there is something to be learnt from everyone. Matrix Accountants and Auditors firm is a learning and adaptive firm.

Time

Our work is planned to ensure that every assignment is completed within acceptable time. The time schedule is discussed and agreed upon by the client and the firm.

Fees

Computation of fees is based on the time spent on the client's assignments, the volume of work and levels of skill assigned.

RANGE OF SERVICES

Accounting

This entails maintaining the books and records of a client up to the production of the final accounts. It may vary from maintaining the books of accounts on a regular basis to where some of the primary books are already done and the firm completes the exercise either at the client's premises or at the firm's office. In both cases there is a measure of dealing with incomplete records.

Audit Services

Auditing is carried out in accordance with the requirements of the Kenyan Companies Act and International Standards of Auditing and in compliance with International Financial Reporting Standards. The audit report is aimed at the expression of an opinion of the truth and fairness of the financial statements. The firm's audit approach is documented in the practice manual for consistency and completeness.

Business Advisory Services

The focus here is to ensure that systems are responsive to the particular demands of the business culture. Through this the firm contributes to our clients' long term success and competitive strength. The client is assisted in identifying solutions that improve performance, implementation of the solutions and management of subsequent change.

This involves;

- ✚ Strategic reviews.
- ✚ Diversification.
- ✚ Repositioning studies.
- ✚ Long-range planning.
- ✚ Implementation programs.

Information Technology Services

Automate or perish. To remain on the competitive edge Information Technology (IT) is no longer an option for the Board of Directors (BOD) to debate. It is the fifth factor of production. Our IT Consultancy team is dedicated to making our clients' business more competitive through the effective use of IT. Our IT services include;

- ✚ IT strategies.
- ✚ Systems specification and selection.
- ✚ Project management and implementation.
- ✚ Cost effectiveness studies.
- ✚ Review of management information systems.
- ✚ System analysis design and development and software market analysis.
- ✚ Support for standard accounting packages.

Administrative Services







Company Secretarial Services

The firm retains a qualified Company Secretary working under the direction of a Partner.

Clients enjoy several from this entity;

- ✚ Attendance and minute taking for Board meetings.
- ✚ Attendance of Annual General Meetings (AGMs) for reading and minute taking.
- ✚ Assistance in the computation of dividends and preparation of dividend warrants.
- ✚ Reconciliation of dividend list with the bank statements from time to time.
- ✚ Maintenance of all statutory records such as Register of Members.
- ✚ Filing annual returns.
- ✚ Filing changes of directors and secretaries.
- ✚ Drafting resolutions.

Human Resource Services

-  Executive search and selection
-  Remuneration/benefits surveys and advice
-  Personnel administration systems
-  Training needs and manpower analysis
-  Development of staffing norms and establishment control
-  Management evaluation and development

Taxation Services

Taxation includes all aspects of corporation and personal tax. It encompasses compliance work and consultancy work. The latter is distinguished from the former in having local tax planning advice. One of the compliance tasks is reviewing the audit working papers to ensure that tax provisions are fairly stated. Taxes include corporation tax, income tax, stamp duty, value-added tax, withholding tax, and other taxes.