



# KISSI CONSULT

(Chartered Accountants, Tax & Management Consultants)

## PROFILE

# Table of Content

<b>03</b>	Firms Profile	<b>09</b>	Tax Compliance Services
<b>04</b>	Corporate Detail & Rating	<b>10</b>	Advisory Services
<b>05</b>	Mission & Vision	<b>11</b>	Company Secretarial Services
<b>06</b>	Vision for AG Africa Marketing Brochure	<b>12</b>	Clientele
<b>07</b>	Profile of Services	<b>13</b>	Profile of Partners of the Firm
<b>08</b>	Audit and Insurance	<b>18</b>	Profile of Managers



# Firms Profile

Kissi Consult is a medium-sized professional services firm based in Osu, Accra, Ghana, with a leadership team comprising a Chief Executive Officer, three Partners and a committed staff of 19 professionals. For nearly two decades, the firm has delivered high-quality Audit, Assurance, Forensic, Tax and Advisory services to clients across diverse sectors, consistently aligning its work with international standards and best practices.

As a proud member of Allinial Global, an international association of independent accounting and consulting firms, Kissi Consult leverages a worldwide network of knowledge, expertise and resources to deliver solutions that meet the increasingly complex needs of its clients. This affiliation enhances the firm's ability to provide globally informed yet locally relevant professional services, ensuring clients benefit from both international reach and in-depth local insight.

Kissi Consult's unique strength lies in its ability to combine technical excellence with a client-focused approach. By understanding the specific needs of each organization, the firm provides tailored recommendations that not only strengthen internal controls but also contribute directly to improved operational performance and long-term growth.

The firm's vision is to continuously extend its horizon through collaboration, innovation and strategic partnerships delivering services that uphold transparency, accountability and sustainable business practices in Ghana and beyond.



## Corporate Detail

Kissi Consult is a Firm of Chartered Accountants, Auditors, Taxation and Management Consultants established since 2004.

Office location: griselda place,  
No. 13th asafoatse djateng lane  
Osu - accra  
P.O. Box ct 10270,  
Cantonments – accra.

Tel: 0302 775912: 0244 624 032: 020 20 120 30  
Fax: 0302780317: email–info@kissiconsult.Com ,  
Website: www.Kissiconsult.Com



## Rating

The Institute of Chartered Accountants Ghana (ICAG) which was established by an Act of parliament, Act 170, in 1963 and being the sole body charged with the regulation of the accountancy profession in Ghana. Its members are the only persons recognized under the Companies Act (Act 992) 2019, for the purpose of audit of company accounts.

Since the year 2017, Kissi Consult has been consistently graded “A” by The Institute of Chartered Accountants, Ghana (Reg. NO. 077).



## Our Mission

It is the Firm's Mission to provide:

- Tailor – measured Professional Services in Accounting and Taxation to Clients
- Expert Audit and Assurance Services to utmost satisfaction.
- Excellent Financial and Corporate Advisory Services to meet the peculiar needs of Clients.



## Our Vision

- It is the Firm's Vision to be one of the leading Auditing, Accounting and Tax Advisory Firms in Ghana and in the Sub-Region.
- To link-up with other Firms of similar size in the Sub-Region and to seek international affiliation in future to provide Global Professional Services.

# Vision for AG Africa Marketing Brochure

Our vision for the AG Africa brochure is to present a unified platform that highlights the strength, professionalism and collaborative spirit of member firms across the continent. It should communicate how AG Africa connects firms with local expertise and global standards, positioning the network as a trusted partner for businesses seeking reliable professional services in Africa. Kissi Consult envisions this as a reflection of our shared commitment to excellence, integrity and client-focused solutions, showcasing the collective capacity of AG Africa firms to drive growth and transformation across the region.

This will emphasize the critical importance of financial transparency, regulatory compliance and strategic tax planning in building trust and driving sustainable growth across diverse sectors. Crafted with a sleek, professional design and an engaging narrative, it will spotlight compelling case studies of audited entities in Africa, actionable financial insights and pragmatic strategies for navigating complex regulatory frameworks.

By weaving together themes of integrity, accountability and innovation and showcasing the power of AG Africa's continent-wide professional network, this will position AG Africa as the premier hub for connecting organizations with the expertise and collaborative opportunities needed to excel in Africa's competitive markets and governance ecosystems.



# Profile of Services

In today's dynamic and competitive business environment, organizations require reliable professional support to ensure compliance, transparency and sustainable growth. Our firm stands as a trusted partner, providing a broad range of financial, advisory and corporate services tailored to meet the diverse needs of Small and Medium-Sized Enterprises (SMEs) as well as larger corporations. We combine technical expertise with practical industry experience to deliver solutions that add value, enhance performance and strengthen decision-making processes.

With a team of qualified professionals dedicated to excellence, integrity and client satisfaction, we pride ourselves on delivering services that align with international standards and best practices. Our holistic approach integrates accounting, auditing, taxation, management consulting and corporate advisory services to address the unique challenges faced by our clients.

By partnering with our firm, clients gain access to professional insights, strategic guidance and innovative solutions designed to promote efficiency, compliance and long-term success. We remain committed to building lasting relationships founded on trust, professionalism and a shared vision for business growth.



# Audit and Assurance

Our Audit and Assurance Services deliver independent evaluations to enhance transparency, accountability and compliance. We provide statutory and internal audits, public sector and NGO audits and risk management support. Our team also handles IT systems reviews, grant management and IFRS training. Additionally, we conduct forensic and special investigations to ensure integrity and sound governance.

- 01 Statutory audit for Companies and Enterprises;
- 02 Internal audit Services
- 03 Audit of Public Sector Entities including Government Ministries, Departments and Agencies as well as Non-Governmental Organisations.
- 04 Systems Process Assurance including Risk Management, IT Systems and IT Operations management.
- 05 Funds/Grant Management in respect of Donor-funded Projects.
- 06 Transition and training on International Financial Reporting Standards (IFRS)
- 07 Forensic and Special Investigations.



Our Tax Compliance Services help clients meet statutory obligations and optimize tax efficiency. We handle tax return preparation, VAT, payroll and corporate tax management and represent clients before the Ghana Revenue Authority on audits and queries. We also assist in accessing tax reliefs and incentives under various laws. Additionally, we conduct tax health checks, investigations and advisory on business restructuring.

- 01 Assisting Clients with the preparation and filing of tax returns and compliance with tax issues and obligation.
- 02 Value Added Tax
- 03 Payroll Management and Related Personnel Tax issues
- 04 Corporate and Withholding Tax Management  
Representing and negotiating on behalf of clients with the Commissioner-General of the Ghana Revenue Authority on tax issues emanative from Tax Audits and queries.
- 05 Tax Planning
- 06 Taking advantage of Reliefs and Incentives available under the various tax laws;
- 07 Tax Health Checks/Audits, Investigation;
- 08 Business Acquisitions, Disposals and Restructuring; and related Tax issues.



# Advisory Services



01

**Due Diligence  
Valuations**

**Liquidation**

02



03

**Business Plan  
Preparation**



# Company Secretarial Services

Corporate  
Statutory  
filings



Corporate  
Compliance  
Reviews



Preparation of  
Share Registers  
and Dividend  
Warrants



Acting as  
Company  
Secretaries



Maintenance  
of Statutory  
Books



# Clientele

Below are some of our clients the Firm works for:





# PROFILE OF PARTNERS OF THE FIRM



## **KWASI AMPADU-KISSI**

Tel: +233(0)202012030

Email: [k.ampadukissi@kissiconsult.com](mailto:k.ampadukissi@kissiconsult.com)

### **BACKGROUND AND EXPERIENCE**

Mr. Ampadu Kissi is the Founder and Managing Partner of Kissi Consult, bringing over three decades of distinguished experience in auditing, taxation and financial management across both Ghana and the United States. He is a Chartered Accountant and holds an Executive MBA from the University of Ghana Business School. In addition, he is a proud member of the Chartered Institute of Taxation, Ghana (CITG), reflecting his deep expertise and commitment to professional excellence in the field of finance and taxation.

Throughout his career, Mr. Kissi has held several strategic leadership roles, including serving as the Head of Internal Audit and General Manager, Finance at the Social Security and National Insurance Trust (SSNIT), where he played a pivotal role in strengthening internal controls, financial oversight and governance frameworks. His extensive exposure to public sector auditing has equipped him with a strong understanding of regulatory compliance, financial accountability and institutional reform.

Before establishing Kissi Consult, he gained valuable international experience working with Coleman and Williams, a reputable Certified Public Accounting (CPA) firm in the United States specializing in Not-for-Profit Audits. Over the years, he has successfully led audit teams for clients across diverse sectors, including Oil and Gas, Commerce, Construction, Waste Management, Transport and Non-Governmental Organizations (NGOs). Mr. Ampadu Kissi's wealth of experience, leadership and professional integrity continue to drive the firm's commitment to excellence and client satisfaction.



## **THOMAS S.K. WILLIAMS**

Tel: +233(0)244624032

Email: [tsk.williams@kissiconsult.com](mailto:tsk.williams@kissiconsult.com)

### **BACKGROUND AND EXPERIENCE**

He is a highly accomplished Professional Accountant with over three decades of extensive experience spanning multiple sectors, both in the public and private domains. Throughout his distinguished career, he has served as an Audit and Tax Consultant with several reputable audit firms in Accra, where he provided expert guidance in Tax Planning, Risk Assessment, Public Sector Auditing and Forensic Investigations. His vast experience and technical proficiency have contributed significantly to the development of sound financial systems and governance structures for a wide range of organizations.

Over the years, he has played key roles in several major public sector assignments, demonstrating his deep understanding of government operations and regulatory frameworks. His notable contributions include the Preparation of the Operational Manual for VAT Services, Liquidation and Verification of Staff Benefits for the defunct Ghana Food Distribution Corporation and Sanyo Manufacturing Co. Ltd and the Preparation of the Audit Manual for the Ghana Ports and Harbours Authority. He also developed the Accounting and Stores Manual for the Institute of Professional Studies (now the University of Professional Studies, Accra - UPSA) and worked with Development Trade Agencies Limited, which successfully prospected and sold its mining concession to Ghanaian-Australian Goldfields, later acquired by AngloGold Ashanti Iduapriem.

Although he has recently retired as a Partner of the firm, he continues to contribute significantly as a Consultant and Administrator. In this capacity, he provides ongoing Advisory and Consulting Services in the areas of Taxation, Assurance, Special Audits and Management Consulting. His wealth of experience, strategic insight and leadership continue to be invaluable assets to the firm's growth and professional excellence.



## **ERIC ADDO-BAMFO**

Tel: +233(0)503212593

Email: e.addobamfo@kissiconsult.com

### **BACKGROUND AND EXPERIENCE**

He is a Chartered Accountant and currently serves as an Associate Partner of the firm, bringing over 10 years of post-qualification experience in auditing, financial reporting and advisory services. He holds a First-Class Honours Bachelor of Science Degree in Finance and Banking from the University of Ghana Business School and is a proud member of both the Association of Chartered Certified Accountants (ACCA) and the Institute of Chartered Accountants, Ghana (ICAG).

He joined the firm in 2013 as an Associate and through dedication, professionalism and consistent high performance, he has risen through the ranks to his current position as Associate Partner. Over the years, he has gained extensive experience leading audit teams across diverse industries, including manufacturing, services, construction, energy and public sector organizations.

His expertise spans financial reporting, auditing, internal controls and compliance, with a strong grasp of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA). His leadership style emphasizes teamwork, technical excellence and client satisfaction, enabling him to consistently deliver high-quality professional services. Through his commitment and technical proficiency, he continues to play a key role in driving the firm's growth and maintaining its reputation for excellence.



## HANS ASIEDU

Tel: +233 243 221 515

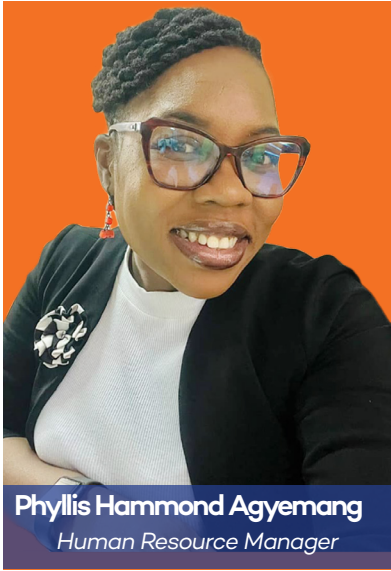
Email: [hans.asiedu@kissiconsult.com](mailto:hans.asiedu@kissiconsult.com)

### BACKGROUND AND EXPERIENCE

Mr. Hans Asiedu is an accomplished Chartered Accountant, a Fellow of the Association of Chartered Certified Accountants (FCCA) and a member of the Institute of Chartered Accountants, Ghana (ICAG). He also holds an Executive Master's Degree in Project Management, which complements his strong background in finance, accounting and strategic leadership. With over 18 years of professional experience, primarily gained in the aviation industry, Mr. Asiedu has developed extensive expertise in Business Planning, Strategy Implementation, Taxation, Auditing, Accounting, Project Management and Human Resource Management.

Throughout his career, Mr. Asiedu has demonstrated exceptional analytical and leadership skills, enabling him to drive efficiency, financial discipline and operational excellence within complex and dynamic business environments. His experience in the aviation sector has equipped him with a deep understanding of regulatory compliance, cost control and strategic financial management in high-stakes industries.

Mr. Asiedu possesses a strong ability to collaborate effectively with professionals from diverse disciplines and cultural backgrounds, fostering teamwork and innovation to achieve organizational goals. His commitment to excellence, coupled with his broad technical and managerial expertise, makes him a valuable asset in steering organizations toward sustainable growth and long-term success.



**Phyllis Hammond Agyemang**  
*Human Resource Manager*



**Frederick Nii Armah Okine**  
*Audit Manager*



**Leslie Smith**  
*Audit Manager*



**Ebenezer Antwi**  
*Tax Manager*

## Profile of **MANAGERS**



**Edward Aryeetey**  
*Assistant Audit Manager*



**Jonathan Kobina Ankomah**  
*Assistant Audit Manager*



**Augustus Nii Martei Williams**  
*Assistant Tax Manager*



**Bernice Attah Amatey**  
*Administrative and HR Assistant*

## PHYLLIS HAMMOND AGYEMANG- HUMAN RESOURCE MANAGER

Phyllis Agyemang is an accomplished Human Resources and Administrative professional, recognized for her strategic mindset and strong foundation in accounting and audit. She brings a results-focused approach to organizational development, operational efficiency, and people management. She currently serves as Head of Human Resources at Kissi Consult (Chartered Accountants), where she leads the firm's people operations and administrative functions in alignment with strategic business goals.

In her current role, Phyllis oversees a broad portfolio that includes workforce planning, talent acquisition and onboarding, performance management, policy formulation, regulatory compliance, and employee engagement. Her leadership ensures that HR practices are transparent, consistent, and tailored to support organizational effectiveness.

Phyllis's career at Kissi Consult reflects a steady progression through key roles beginning as an Audit Trainee and advancing through Audit Officer and Audit Manager positions before transitioning into Human Resources. This cross-functional experience equips her with a unique ability to integrate financial acumen with people management, enabling her to collaborate effectively with senior leadership on staffing, compliance, and operational efficiency.

She plays a pivotal role in maintaining accurate personnel records, coordinating statutory obligations, and optimizing core HR processes such as performance appraisals, training schedules, leave management, and document control. Her early experience as an Accounts Officer during national service at Senchi Ferry Clinic instilled a strong sense of operational discipline and precision qualities that continue to inform her approach to HR governance and service delivery.

Phyllis is a member of the Chartered Institute of Human Resource Management (Ghana). She holds an Executive MBA from Kwame Nkrumah University of Science and Technology (KNUST), a BSc in Accounting (Business Administration) from Central University, and an HND in Accounting from Kumasi Polytechnic.

With a blend of strategic insight, stakeholder engagement, and hands-on expertise in HR systems and Microsoft Office tools, Phyllis cultivates a professional, inclusive workplace culture and champions continuous improvement across people, processes, and compliance.



## FREDERICK NII ARMAH OKINE - AUDIT MANAGER

Frederick Nii Armah Okine (CA, ACCA) is a results-oriented Chartered Accountant with over fifteen years of progressive experience spanning financial management, external auditing, taxation, and regulatory compliance. He currently serves as Audit & Advisory Manager at Kissi Consult (Chartered Accountants), where he leads engagements and delivers accurate, timely, and decision-useful financial solutions to a diverse client base. A meticulous and detail-driven professional, he brings a disciplined approach to planning, execution, and reporting that consistently meets quality expectations and statutory deadlines.

At Kissi Consult, Frederick has managed end-to-end statutory audit assignments from risk-based planning and internal controls evaluation to the performance of substantive procedures and the preparation of compliant financial statements. His sector exposure includes waste management, aviation, commerce, and manufacturing, enabling him to navigate complex operational environments and tailor audit responses to industry-specific risks. He is adept at aligning deliverables with International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA), and his recommendations have helped clients strengthen governance, streamline processes, and enhance the reliability of financial reporting.

Beyond audit, Frederick provides practical tax and compliance advisory. He supports end-to-end filing processes across VAT, corporate income tax, and personal income tax, and offers targeted guidance to businesses in the commercial and retail sectors as well as to individual taxpayers. His work emphasizes timely filing, documentation discipline, and pragmatic tax planning that balances compliance with business objectives.

A committed people developer, Frederick has trained and mentored junior staff, fostering a culture of continuous learning, ethical conduct, and technical excellence. He communicates findings clearly to management, builds productive relationships with stakeholders, and steers teams to meet engagement timelines and quality benchmarks.

Frederick is a member of both the Institute of Chartered Accountants, Ghana (ICAG) and the Association of Chartered Certified Accountants (ACCA). Through a blend of technical proficiency, sector insight, and collaborative leadership, he helps organizations improve internal controls, elevate reporting quality, and achieve measurable performance gains.



## LESLIE SMITH – AUDIT MANAGER

Leslie is a seasoned Chartered Accountant with over fifteen years of progressive experience in financial auditing, assurance services, and the preparation of financial statements. His career spans engagements with multinational corporations as well as small- and medium-sized enterprises (SMEs), where he has consistently demonstrated a commitment to excellence, precision, and client-focused delivery. His work is distinguished by a deep understanding of operational dynamics and a methodical approach to financial analysis, enabling him to produce high-quality reporting outcomes that meet both regulatory standards and strategic business needs.

Throughout his career, Leslie has successfully led audit and assurance engagements across a diverse range of sectors including manufacturing, waste management, financial services, and the public sector. His portfolio includes critical assignments for prominent institutions such as the University for Development Studies, the National Health Insurance Authority, the Water Resources Commission, and the Institute of Local Government Studies. In the private sector, he has directed audits for organizations such as Progress Savings and Loans, Zoomlion Ghana Ltd, Dredge Masters, and HMD Africa, among others. These engagements reflect his ability to navigate complex financial environments and deliver insights that drive accountability and operational improvement.

Leslie's expertise extends beyond audit execution to encompass strategic financial advisory, operational efficiency enhancement, and the optimization of financial processes. He is particularly adept at identifying control weaknesses, recommending practical solutions, and supporting clients in implementing robust financial systems. His advisory work with SMEs in the commercial and retail sectors includes tailored tax planning and compliance strategies that align with business growth objectives.

Widely recognized for his self-motivation, integrity, and collaborative leadership style, Leslie fosters strong team dynamics and maintains productive relationships with stakeholders at all levels. His ability to lead multidisciplinary teams and manage high-stakes engagements has earned him a reputation for reliability and professionalism. Through a combination of technical proficiency and strategic insight, he empowers organizations to strengthen internal controls, elevate the quality of financial reporting, and achieve measurable performance improvements.



## **EBENEZER ANTWI – TAX MANAGER**

Ebenezer Antwi is a results-oriented Chartered Accountant and accomplished audit professional with over eight years of progressive experience in financial auditing, risk management, and internal control systems. He currently serves as Audit Manager at Kissi Consult (Chartered Accountants), where he leads multidisciplinary engagement teams and delivers high-quality assurance services to clients operating in capital-intensive sectors and the financial services industry.

Since joining Kissi Consult, Ebenezer has advanced through key roles from Audit Officer to Audit Senior and now Audit Manager demonstrating consistent leadership and technical excellence. He has successfully managed comprehensive audit cycles, from initial planning and risk assessment to the execution of substantive procedures and the preparation of financial statements in compliance with International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA). His disciplined approach to evaluating internal controls and his ability to provide actionable recommendations have contributed significantly to improved governance and operational efficiency for his clients.

Ebenezer's professional background also includes frontline experience in banking and customer service, which has enhanced his stakeholder engagement capabilities and client-service orientation. He communicates audit findings with clarity and precision, engages effectively with senior management and board-level stakeholders, and fosters collaborative, high-performing teams that consistently meet quality benchmarks and project timelines.

He holds an MBA in Finance from the Ghana Institute of Management and Public Administration (GIMPA) and a Bachelor of Commerce degree from the University of Cape Coast. A member of the Institute of Chartered Accountants (Ghana) since 2015, Ebenezer is currently expanding his expertise in taxation as a student of the Chartered Institute of Taxation (Ghana), having successfully completed six of twelve papers as of 2024.

His technical proficiency includes hands-on experience with Tally/ ERP accounting systems and advanced capabilities in Microsoft Office applications.



## EDWARD ARYEETEEY - ASSISTANT AUDIT MANAGER

Edward Aryeetey is a dedicated accounting professional with more than fifteen years of progressive experience in financial reporting, audit support, and assurance services. Currently serving as an Assistant Audit Manager at Kissi Consult (Chartered Accountants), he has built a track record for accuracy, integrity, and client-focused delivery preparing statutory financial statements, ensuring timely payroll tax compliance, performing bank reconciliations, and supporting stocktakes. His work is shaped by strong communication, initiative, and a results-driven mindset, enabling him to meet regulatory requirements while advancing clients' operational objectives.

Across his career, Edward has contributed in both the private and public sectors, including assignments with the Ghana Health Service during national service where he supported budgeting, analyzed insurance returns, compiled National Health Insurance claims, and prepared patient bills and commercial roles at Forever Living Products Ghana Limited, where he helped implement sales team processes and handled cash/receipts management. Earlier exposure at the Noguchi Memorial Institute for Medical Research provided additional grounding in financial administration. At Kissi Consult, he has frequently acted as team lead on audits, coordinating fieldwork and delivering high-quality outcomes for clients.

Edward's expertise spans statutory financial statement preparation, compliance with applicable standards and tax requirements, internal controls, and process improvement. He is proficient in Microsoft Office and brings a disciplined, trustworthy approach to stakeholder engagement. Academically, he holds an MBA (Accounting) from Pentecost University, a BSc in Business Administration (Accounting) from Pentecost University College, and an HND in Accountancy from Accra Polytechnic. He is currently advancing his professional accreditation with the Institute of Chartered Accountants Ghana (ICAG). Fluent in English, Ga, and Twi, he combines technical competence with a collaborative leadership style to strengthen controls, enhance reporting quality, and support measurable performance improvement.



## **JONATHAN KOBINA ANKOMAH – ASSISTANT AUDIT MANAGER**

Jonathan Kobina Ankamah is a results-oriented Chartered Accountant and noted CaseWare Champion with over fifteen years of progressive experience in external audit, financial reporting, taxation, and advisory services. He currently serves as Audit & Advisory Supervisor at Kissi Consult (Chartered Accountants), where he leads engagement teams and delivers timely, decision-useful assurance to SMEs and large corporations. Recognized for a meticulous, technology-forward approach, he combines accounting and IT expertise to drive compliance and operational efficiency across complex assignments.

Since joining Kissi Consult in 2017, Jonathan has managed comprehensive statutory and special-purpose audits from risk-based planning and controls evaluation through substantive testing and reporting ensuring alignment with IFRS, tax laws, and regulatory requirements. He mentors junior staff, reviews deliverables for quality, and communicates clear, actionable recommendations to management. His track record includes audits for organizations with annual turnovers exceeding GHS 500 million, delivery of performance audits to strengthen governance, and client advisory spanning budgeting, forecasting, and variance analysis.

Jonathan's achievements reflect a consistent commitment to process improvement: he has implemented new accounting systems that cut reporting cycles by ~30%, customized CaseWare Working Papers firm templates to standardize files, trained staff on CaseWare and IDEA (reducing review points by ~25%), and redesigned reconciliation workflows to shrink turnaround from weeks to under five days. Beyond audit, he supports clients with accounting, payroll, and tax advisory including compliance on PAYE, SSNIT, VAT and oversees inventory counts and verification exercises to reinforce internal control environments.



## **AUGUSTUS NII MARTEI WILLIAMS – ASSISTANT TAX MANAGER**

Augustus Nii Martei Williams is a seasoned audit professional with over ten years of progressive experience spanning financial reporting, external and forensic auditing, taxation, and regulatory compliance. He currently serves as an Assistant Tax Manager at Kissi Consult (Chartered Accountants), where he leads and supports multidisciplinary engagement teams and delivers high-quality assurance services to clients in manufacturing, retail, NGOs, and professional services. Since joining Kissi Consult in 2015, Augustus has taken on increasing responsibility across statutory audits, forensic investigations, and special assignments demonstrating consistent leadership, technical rigor, and a commitment to client service.

He has successfully managed comprehensive audit cycles, from initial planning and risk assessment to the execution of substantive procedures and the preparation and review of financial statements in line with International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA). His disciplined approach to evaluating internal controls and his ability to provide practical, actionable recommendations have contributed significantly to stronger governance and improved operational efficiency for his clients. Beyond assurance work, Augustus provides tax planning and compliance support across VAT, corporate income tax, and personal income tax for corporate and SME clients, helping organizations meet statutory obligations efficiently while enhancing financial transparency.

He communicates audit findings with clarity and precision, engages effectively with senior management and board-level stakeholders, and helps cultivate collaborative, high-performing teams that consistently meet quality benchmarks and project timelines. Augustus holds an MBA in Accounting and a BBA in Banking & Finance from Methodist University College Ghana, and he is currently pursuing his professional qualification with the Institute of Chartered Accountants, Ghana (ICAG). His technical toolkit includes CaseWare Working Papers and advanced Excel, complemented by continuous professional development in cybersecurity and ethics capabilities he applies to deliver reliable, value-adding audit and advisory outcomes.



## **BERNICE ATTAH AMATEY - ADMINISTRATIVE AND HR ASSISTANT**

Bernice Attah Amatey is a performance-driven administrative and human resources specialist with a strong track record in office operations, records management, and employee support. She currently serves as an Administrative Executive at Kissi Consult (Chartered Accountants), where she supports leadership with reliable operations, clear communication, and timely deliverables.

In her role, she manages statutory payments (SSNIT, Tiers 1 & 2, PAYE), supports company registrations with the Registrar-General's Department, maintains employee databases and onboarding processes, coordinates office supplies, screens applicants and schedules interviews, oversees document control and file audits, organizes meetings and prepares reports/presentations, and delivers responsive client service across phone, email, and in-person channels. She also manages the CEO's calendar and itinerary to keep priorities on track.

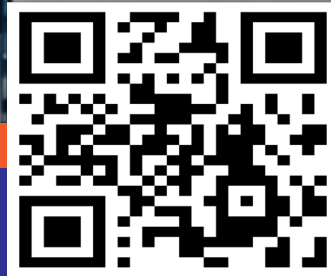
Since joining Kissi Consult, Bernice has progressed through front-office roles including Service Personnel and Service Extension consistently strengthening customer service standards, record-keeping accuracy, and day-to-day operational efficiency. Recognized for proactive problem-solving, attention to detail, and strong interpersonal communication, she is proficient in Microsoft Office and adept at calendar and schedule management.

Bernice holds an HND in Secretaryship and Management Studies from Accra Technical University and a Bachelor of Commerce (Human Resource Management) from the University of Cape Coast. She is an Associate Member of the Chartered Institute of Human Resource Management, Ghana (2025). Through disciplined execution and a collaborative approach, she helps organizations streamline administrative workflows, enhance employee coordination, and improve overall client experience.





**KISSI CONSULT**  
(Chartered Accountants,  
Tax & Management  
Consultants)



Visit our website

**CONTACT US ON**

+233 30 277 5912

+233 24 462 4032

+233 20 201 2030

Email: [info@kissiconsult.com](mailto:info@kissiconsult.com)

[www.kissiconsult.com](http://www.kissiconsult.com)