Wambui Kiarie & Associates

CERTIFIED PUBLIC ACCOUNTANTS (K)

Audit | Tax | Accounting | Business Consultancy

Your Trusted Partner in Sustainable Growth

COMPANY PROFILE



Independent Audit, Tax And Advisory For Businesses, Ngos And Co-Operatives

www.wambuikiarieassociates.co.ke

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ABOUT US

Wambui Kiarie & Associates is a firm of Certified Public Accountants (K) in Embu, giving private companies, NGOs and co-operative societies the standard of audit, tax and advisory work usually associated with the largest firms, with the personal attention of a dedicated local practice.

The firm was founded on a simple conviction: organisations in Embu and across Kenya should not have to choose between technical rigour and a relationship with the people doing the work. It is registered under the laws of Kenya through the Institute of Certified Public Accountants of Kenya (ICPAK), and its practice is built on diversified, hands-on experience and a deliberate investment in the people who deliver its services.

The practice is led by Managing Partner CPA Eunice Wambui, who serves as audit engagement partner and brings more than 15 years of experience across audit, accounting, management and taxation. She is supported by three further CPAs, qualified CPA professional staff, B.Com graduates, interns and support personnel, so that each assignment draws on a team rather than a single individual.

The firm's clients span trade, manufacturing, construction, hospitality, retail and financial services, from retail chemists and building contractors to a savings and credit co-operative. The breadth of that portfolio is deliberate: the same risk-based approach is applied whether the client is a family-owned supplier or an institution answerable to its members.



CORE VALUES

PROFESSIONALISM

Engagements are planned, staffed and delivered to the standards expected of a CPA (K) practice.

INTEGRITY

Findings are reported as they are found, including when they are uncomfortable for management.

HONESTY

Scope, timelines and fees are agreed openly before work begins, with no surprises afterwards.

COMMITMENTS

The firm stays with an assignment through to a finished opinion and practical recommendations.

RELIABILITY

Deadlines and statutory dates are tracked and met, so clients are never caught out.

INDEPENDENCE

The highest standard of independence is applied in every audit, so opinions remain objective and defensible.

COMMITMENTS

Human resources. Staff competence is improved continuously through training and a working environment that brings out their best performance, because the quality of the people is the quality of the service.

Professional excellence. The firm holds itself to the highest professional standards and offers services of superb quality, built on accumulated knowledge and experience.

Value-added services. Beyond the opinion itself, clients receive practical recommendations for improving their operations, together with a review of compliance with internal processes, regulations and laws.

Technology. Modern technologies are adopted to use resources more efficiently, so that results are greater than the sum of the tools alone.

Independence. Objectivity is protected in every audit service, so that stakeholders can rely on the numbers behind their decisions.

VISION

To be the firm that organisations across Embu and the wider region trust when the numbers have to be beyond question.



MISION

To give private companies, NGOs and co-operative societies independent, risk-based audit, tax and advisory services, led by experienced partners and delivered with integrity, so that every client leaves with an opinion they can defend and a clearer path to growth.

OUR SERVICES

A full range of audit, tax, accounting and advisory services for private companies, NGOs and co-operative society institutions, with every engagement led by audit partner CPA Eunice Wambui.

Audit, Assurance and Non-Assurance Services

The overriding objective of every audit is an independent opinion on the financial statements. Work begins with an analysis of the risks attached to the client's key processes, which decides where attention is concentrated. From that, the firm forms its view on the following areas:

- Adequacy and effectiveness of internal controls
- Nature of the accounting policies in place
- Estimates and judgments made in the accounts
- Accuracy of financial records
- Compliance with applicable laws and regulations

The engagement closes with an Independent Audit Opinion on the financial statements and a Management Letter setting out observations and recommendations. The firm undertakes statutory audits as well as internal reviews aimed at strengthening controls and processes.

How We Work

Every audit and advisory engagement moves through four defined stages, delivered as one integrated process so that timelines are met and efficiency is maximised.

1. Transition
The firm gets to know the organisation and takes over smoothly from any prior arrangement.

2. Planning
Scope is defined, and timelines and fees are agreed in advance, so there are no surprises.

3. Field Work
The assessment is carried out with a risk-based, thorough approach focused on the areas that matter most.

4. Reporting
The Independent Audit Opinion and Management Letter are delivered, with practical recommendations.

What the client receives

At the close of an audit engagement the client holds two documents: an Independent Audit Opinion that stakeholders can rely on, and a Management Letter that turns the audit's observations into a concrete list of improvements.

Fees
Fees are agreed before work starts and are based on the degree of responsibility, the skill required and the time the engagement necessarily occupies. Work that falls outside the original scope is agreed with the client first. Where field work involves travel, disbursements such as transport, accommodation, telephone and stationery are charged separately at actual cost, agreed in advance. If fees are the only obstacle to working together, the firm welcomes a conversation about it.

OUR SERVICES

Tax Advisory and Consultancy

Tax support covers the full spectrum of corporate and personal needs, grounded in existing laws, regulations and court decisions:

- Corporate and personal taxation
- Preparation and filing of tax returns
- Applications for tax exemption status for qualified non-profit organisations
- Evaluating and advising on the tax effects of proposed business transactions
- General tax advice and compliance support

Company Registration and Statutory Filings

The firm supports clients through the full lifecycle of company statutory administration, working with the Registrar of Companies (Business Registration Service) so that each organisation stays properly constituted and in good standing:

- Company registration and incorporation, including preparation of registration documents
- Business name registration for sole proprietorships and partnerships
- Company cessation and deregistration, with guidance through the formal closure process
- Updating company particulars: directors, shareholders, registered office and company name
- Share transfer processing and allotment of shares
- Preparation and filing of Annual Returns

OUR SERVICES

Financial Reports Compilation

Clear, accurate financial reports that give management, boards and stakeholders a true picture of organisational performance, prepared to the standard required for statutory, donor or internal reporting.

Accountancy and Bookkeeping

From day-to-day transaction recording to full-cycle bookkeeping, the firm helps organisations keep accurate, audit-ready books throughout the year rather than only at year end. It also provides accounting systems set-up and capacity building for finance teams.

Business Advisory Services

Beyond compliance, the firm works alongside management to strengthen financial management, internal controls and organisational capacity, helping clients build systems that support sustainable growth.

Payroll Management

Payroll is processed with accuracy and confidentiality so that staff are paid correctly and on time, while statutory obligations (PAYE, SHIF and NSSF among them) are met in full.

WHO WE SERVE

Three types of organisation form the core of the practice, across a wide spread of industries.

Private companies and partnerships
Statutory audit, tax compliance, bookkeeping, payroll, company secretarial filings.

Non-governmental organisations
Donor and statutory reporting, audit, tax exemption applications, internal control strengthening.

Co-operative societies
Independent audit, financial reporting, internal controls review and compliance with applicable regulations.

Across these groups the firm's portfolio covers trade, manufacturing, construction, hospitality, retail and financial services.

KENYA TAX COMPLIANCE CALENDER

Missing a statutory deadline brings penalties and interest. Wambui Kiarie & Associates tracks these dates for you and ensures every filing is accurate and on time.

Tax category	Deadline
Pay As You Earn (PAYE)	9th of the following month
SHIF	9th of the following month
NSSF	9th of the following month
Withholding Tax	Within 5 working days following the deduction
Catering Levy	10th of the following month
Turnover Tax	20th of the following month
Rental Income	20th of the following month
Standard Levy	20th of the following month
Excise Duty	20th of the following month
Value Added Tax (VAT)	20th of the following month
Corporation Tax	By the 6th month after the company's year end

LEADERSHIP & TEAM

Every engagement is led by partners and staff with real, hands-on experience across audit, accounting, taxation and business advisory.

CPA EUNICE WAMBUI

Managing Partner and Audit Engagement Partner | B.Com (Finance), CPA (K)

Founding partner of the firm, with more than 15 years of diverse experience in accounting, management, taxation and audit. Her background includes serving as Managing Partner of a practising firm, Audit Manager and Audit Assistant, as well as Senior Accountant and Accountant roles in other organisations. Specialisations: statutory audit, financial management advisory, internal auditing, taxation, and accounting systems set-up and capacity building.

LEADERSHIP & TEAM

CPA FAITH KIENDI NJOGU, CPA (K)

Faith is a qualified accountant with over 7 years of professional experience in the field.

CPA VIOLET WANGUI GICHOVI

Violet is a CPA graduate with 8 years of experience in accounting and audit.

EVA NYAKIO - CPA5

Eva has over 2 years of experience in auditing and accounting. She is self-motivated, goal- and result-oriented, and consistently maintains a positive attitude in her work with clients.

PURITY MWENDE - BCOM - CPA6

Purity is part of our team and going through rigorous evaluation and practical engagement in day to day operations.

PIUS COMBA - BSC. COMPUTER TECHNOLOGY

Our inhouse support team member for ICT Support

OUR WIDER TEAM

Behind our partners stands a team of qualified CPA professional staff, several holding degrees in accounting and finance, together with B.Com graduates, interns and support staff who ensure every engagement is delivered on time and with attention to detail.

WHY CHOOSE US?

1. Partner-led, experienced delivery. Engagements are planned and led by partners with years of practical experience across private enterprise, NGOs and co-operatives. The Managing Partner alone brings more than 15 years across audit, tax and management.

2. Independence you can defend. The highest standard of independence is applied in every audit, so the opinion stands up to scrutiny from boards, members, donors and regulators.

3. Risk-based, not one-size-fits-all. Each audit starts with an analysis of the risks in the client's key processes, so effort goes where it matters rather than into a generic checklist.

4. One firm for the full financial cycle. Bookkeeping, payroll, tax, audit, advisory and company registrations are available from a single team that already understands the client's business.

5. No fee surprises. Fees and scope are agreed in advance, and any out-of-scope work is discussed before it begins.

6. Local presence. A dedicated Embu office, convenient for clients across Embu County and the wider region.

CAREERS & INTERNSHIPS

The firm believes its people are the foundation of the quality it delivers. Staff benefit from hands-on exposure across audit, tax, accounting and advisory work for a diverse client base, mentorship from partners and senior staff, and modern systems that improve how audit and accounting work is done.

Applications are welcome from qualified CPA professionals, B.Com graduates, interns and support staff who bring integrity, curiosity and a strong work ethic. Internship placements give accounting and finance students and graduates practical exposure to audit and advisory work under experienced CPAs.

Check our website to see if there are current openings.



CONTACT INFORMATION

We would be glad to discuss your audit, tax, accounting or business advisory needs.

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