



Outsourcing Division

Burundi | Congo (DRC) | Rwanda

GPO Partners

About GPO Partners

GPO Partners is a Global Professional delivering world-class Audit, Accounting, Tax and Advisory services to international companies, as well as local enterprises and public institutions.

Our high level of international experience and local expertise enables us to provide superior services with high added value and to provide appropriate solutions to specific business issues in Africa.

GPO Partners coordinates the activities of GPO Partners Rwanda Ltd, GPO Partners Congo s.a.r.l and GPO Partners Burundi s.p.r.l.

We are committed to Efficiency through Professionalism and Integrity

Our Outsourcing Services

GPO Partners has carved itself a niche in delivering appropriate solutions to a growing number of local, regional and international organizations through our edge-cutting outsourcing services, spread out in three categories, including:

- **Accounting Services**
- **Taxation Services**
- **Payroll Services**

Accounting Services

We have unmatched experience in managing accounting related services for our clients through:

- Keeping books based on supporting documents or information provided by the client. We provide the client with

the relevant software to record the information and we collect the documents and information from the client to prepare any required reports on the basis agreed with client;

- Monthly or quarterly review of books of accounts and suggestion of correction and / or adjustments in the accounts. In this case, the client is responsible for book keeping and we only perform reviews on a period basis and before the preparation of any reports by the client;
- Preparation of financial statements based on the recorded clients transactions;
- Assisting the client during an external audit exercise;
- Assisting the client in the migration process from any GAAP to IFRS;
- Cash management on clients behalf;
- Any other advice related to accounting.

Taxation services

Through our taxation services, we offer the following:

- Preparation of tax returns for different types of taxes (Corporate Income Tax, Value Added Tax (VAT), Withholding Taxes, etc.) on behalf of the client;
- Review and advise on tax returns prepared by the client before their submission;
- Tax returns filings and payments on behalf of client;
- Tax reviews for various purposes, including but not limited to the preparation of tax audits from tax authorities;
- Assistance to the client during tax audits: This assistance

includes mainly:

- Participation in the discussions between the client and the tax authorities at all levels (assessments, appeals, amicable settlements, etc.)
 - Drafting of correspondences to react to notifications and other reports from tax authorities (from the notification of audit results to the appeal and amicable settlements, etc.)
- > Advice on specific tax issues from the client;
- > Advice to new investors on the tax implications of their investments and projects;
- > Advice to existing investors on the tax implications of the introduction of new products or before any other investment decision;
- > Assistance in the application of any required tax documents (tax clearance certificate, quitus, tax certificate for expatriates, etc.);
- > Any other advice related to taxation.

Payroll Services

Our payroll services include:

- > Designing employment contracts on behalf of the client based on the applicable laws and regulations;
- > Review and advice on employment contracts prepared by the client;
- > Negotiating employment contracts on behalf of the client;

- > Preparation of monthly staff payrolls and related pay slips;
- > Tax returns filings and payments on behalf of the client;
- > Salaries payment on behalf of the client;
- > Entrance and exit meetings for expatriates;
- > Salaries Surveys on behalf of the client;
- > Any other service related to payroll.

Some of our references

Our outsourcing services are already popular with local, regional and international organizations including:





Contact Us;

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