



# Company Profile



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Tawana Msusa  
Assistant Manager - Human Capital + Payroll

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**THE GLOBAL ADVISORY AND ACCOUNTING NETWORK**

# FIRM PROFILE

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# WELCOME TO HLB ZAMBIA

HLB Zambia is a Zambian registered international firm of Accountants, Chartered Accountants Business Advisors Professionals with a wealth of training and experience in various professional fields in Zambia and Internationally. This experience has been obtained through many years of service at senior levels in leading international and local Top 10 Audit, Accounting firm's non governmental organisations and other organisations. HLB Zambia is a member of HLB International, a world-wide organisation of professional accounting firms and business advisers. By virtue of the Firm's association with HLB International, it is quite convenient for the Firm to handle jobs which cut across international boundaries and by virtue of our membership; the Firm is able to utilize the services of specialists within the International Group whenever the need arises. HLB International is one of the largest accounting consortia in the world with more than 1,430 Partners, 9,900 Staff in over 400 offices of the representative member firms in over 100 countries.

## OUR VISION

Our vision is thus to create a professional services business based on broad ownership and managed by high calibre and ambitious Zambians without regard to gender, race or creed. We shall also participate in and take full advantage of globalization and create where necessary, networking and co-operating with the international community of professional service providers. This will help our clients harness global opportunities and meet the challenges and threats associated with fast globalization of business.

## OUR VALUES AND BUSINESS CULTURE

We hold dear the values of commitment, hard work real competence and innovation, continuous improvement in the way of doing business, professional integrity in all our conduct and total customer satisfaction. We also do not negotiate on the need for fairness with those whom we do business with and in particular with our staff.

## MISSION

Our mission is to offer relevant and effective business solutions to our clients efficiently and at a competitive cost by striving to ensure that the firms' leaders, staff, methodologies and tools remain at the leading edge in all our areas of business. In this way we hope to help our clients maximize their competitiveness in the ever-changing global business environment.

We run a firm that is an equal opportunity non-discriminative platform for capable, committed, innovative and dynamic young Zambian men and women to make an inhibited contribution to the closure of the monumental national development gap through provision of sharp-end professional advice to business and the public. Our focus is delivery of true values to our clients as perceived by them and not as acclaimed by us. Our profit will then from our satisfied clientele.

Ultimately, our long term strategy is to become one of the leading and preferred business advisors to organisation of all sizes, whether profit or not-for-profit, in their quest to effectively manage business risks and improve business processes so as to maximize wealth or benefit for their stakeholders and thus contribute to sustained national, and global development.

## How HLB Zambia can assist

We have proven a track record in providing audit, taxation and accounting services to various organizations in the asset management property development and investment sector and other firm which include limited companies which are high regulated by either the societies ACT 1994 (As amended), Securities and Exchange Act, Banking and Financial Services Act, Pensions and Insurance Act, NGO Act and those set up by statutory provisions and our main clients include but not limited to:

- Savenda General Insurance Limited - Insurance
- Savenda General Insurance Limited – Insurance
- World Vision - Japanese Grant - Dairy Project – Magoye
- Mayfair General Insurance Limited - Insurance
- Lusaka Stock Exchange Plc
- Zambia Limited - Farming
- We Effect Zambia - NGO
- Jesus Care Ministries – US DoI, Nif Funded Projects
- Stanbic Zambia – Banking
- UBA Bank Zambia Limited - Banking
- Chibuluma Mines Plc - Mining

HLB Zambia is also an international firm based on its membership with HLB International UK. This is also the strength of the HLB Zambia in terms of meeting quality and international standards. We will be able to tap and bring experts from anywhere in the world to support our team during our audit.

We believe that with this experience it would be possible for us to allay some of the concerns referred to above by working together with your company.

We are energetic, experienced and responsive to our clients. We will ensure that we meet the challenges the company have.

## Why HLB Zambia over Large Audit Firms

Because of the size of HLB Zambia, you are guaranteed of receiving a more personal service than you would from a Large Audit Firm. Since we are not driven by large “billable hours” goals or revenues needs, we dedicate our time to excellence rather than volumes. The costs of learning curve are not passed onto you as our valued client, hence we are able to charge at lower rate than most of the large firms. What we are saying is, “we can offer you the best in the services comparable to any other firm with a touché of Ubuntu”, as a partner assisting you to meet your strategic goals. The team proposed for the assignment is the one that are guaranteed to conduct the audit. Our partners and managers are young, innovative, and full of energy and enthusiasm.

# Our Services

HLB Zambia offers wide range of assurance, IT and business advisory services that include but not limited to the following:

## **Accountancy**

Book-Keeping  
Compiling Financial Statements  
Payroll preparation  
Accountancy and Compilation reports  
Management accounts preparations

## **Audit and Business Advisory**

Providing Assurance Services  
Statutory and Non-Statutory audits  
Donor Funded Project Audits  
Pension and Insurance Authority Compliance Reviews  
Client accounts audit (lawyers, Accountants)  
Fund audit

## **Corporate Finance**

Business Combinations Advisory  
Stock Exchange Listing and disposals  
Business plans, and cash flow forecasting  
CEEC funding application  
Investment Licence Application  
Leasing Finance Sourcing  
Bankable Business Plans  
Donor funds application  
Capital raising

## **Corporate Recovery**

Business Regeneration  
Receiverships and Liquidations - liquidators  
Business Restructuring

## **Forensic accounting and investigations**

Fraud Investigations  
Fraud identification and prevention training

## **Human Resource Services**

Accounting Executive Search and Selection  
Organisational Reviews  
Immigration work/business visas

## **Information Technology Services**

Information Systems Audit and Governance  
Pastel and QuickBooks training

## **Risk Management and Corporate Governance**

Internal Audit Outsourcing  
Audit Committee Set up -management  
Enterprise wide risk assessments  
Business ethics and social corporate governance reviews  
Business controls  
Internal audit  
Environmental Risk Management

## **Compliance Risk Management**

Designing and Implementation of Business Policies and Procedures  
Preparation of Financial and Operational Manuals  
Corporate HIV/AIDS Policies

## **Professional seminars and workshops**

Budget and Accounting Training  
Internal Control Training  
Pastel Training  
HR Trainings

## **Secretarial**

Company Registration  
Preparation and filing of Company Return  
Company secretaries (AGM, board meetings)  
Preparation of Articles of Association  
Local Company Director

## **Taxation**

Tax advisory services  
Preparation and Filing of Tax Returns  
Preparation of Tax computation  
Provisional tax computation – ZRA  
Monthly VAT returns  
Tax health checks  
VAT, PAYE, TPIN Certificate application  
Transfer pricing documentation  
NAPSA compliance reviews  
Workers compensation registrations  
Tax Agents

## Major client involvement

The above experience has come from involvement in some leading companies and other organisations, in pre and post economic liberalisation in Zambia, as follows:

Experience of audit/ financial institutions  
Local expertise. Global Knowledge

Current clients – HLB Zambia

## Non Governmental organization – NGO Sector

- We Effect Southern Africa
- Christian Blind Mission - CBM Zambia
- Zambia National Pensioners Association - Government
- Score Zambia Limited
- Association of Lay Missionaries
- Jesus Cares Ministries – United States Dept of Labour funds, Pefar, CRS
- Insurers Association of Zambia (IAZ)
- Wildlife Conservation Society – WCS – Norway Funds
- Group Focused Consultations – Trust
- Poultry Association of Zambia – ZNFU
- NOWSPAR – Women in Sports – Ministry of Sport Affiliated/ NIF Funded
- Riverside Farm Institute
- IPA Zambia
- ChildFund Zambia
- Catholic Home Based Care
- Catholic Secretarial - ZEC

## Finance and Insurance Sector

- Liberty Insurance Brokers
- Meanwood Finance Corporation Limited
- African Grey Insurance Limited
- BetterNow Finance Company Limited
- Unity Finance Zambia Limited
- Caritas Insurance Brokers
- Cornerstone Insurance Brokers
- UBA Bank Limited
- Stanbic Bank Zambia Limited
- First National Bank Zambia Limited

## Construction and other sectors

- Savenda Management Services

Limited

- Insaka Press Publishers Co Ltd
- Bestbrands Zambia Limited
- Mohib Motors Limited
- Makkah Motors Limited
- Mpelembe Secondary School
- Avani Hotels Group
- Hua Chang Engineering (Zambia) Limited
- Universal Horizons Zambia Limited
- Meanwood Property Development Limited
- Libyan African Investment Company (Millennium Village) – LAICO
- Corpus Globe Advocates - Legal
- Meanwood Property Development Limited
- CR Holdings Limited
- Union Packaging Limited – Due Diligence
- Zambezi Airlines Limited
- FredJoe Auctioneers Limited
- Flava FM Radio
- Zamtel
- Chibuluma Mines Plc
- Boart Longyear Zambia Limited
- Moba Hotels Limited

## Partners experience as in-charge – Government funded with HLB Zambia

- Zambia National Broadcasting Corporation
- Mukuba Pension Trust Fund
- Standard Chartered Bank Zambia Plc Trust Fund
- Occupation Health Management Board
- National Road Fund Agency
- ZCCM IH
- Mulungushi Investments (ZCCM) liquidations
- Bank of Zambia – EIB funds

## Partners experience other organizations

- Celtel Zambia Plc
- Konkola Copper Mines – KCM
- Chibuluma Mines Plc
- Arcades Development Plc
- Spar Zambia Limited
- Discount Steel Zambia Limited
- African Banking Corporation - UT
- Lublend Zambia Limited
- Ndola Lime Zambia Limited
- Pamodzi Hotels Plc
- Elite Insurance Brokers
- BancABC Unit Trust



## Partners experience – Receiverships and Liquidations (Including due diligence and company sale)

- Supreme furnishers liquidation
- Kagem Mines Limited
- Mulungushi Investments – ZCCM subsidiary
- Cadbury Schweppes liquidation
- HiFi Electric Zambia Limited
- Barnetts Furnishers Zambia Limited
- Yistina Cotton and Oil Limited -Receivership
- Kavino Limited – receivership
- Wildland Limited - Liquidation
- Incledon Zambia (In Liquidation)
- CMB Zambia Limited (In Liquidation)



## CORPORATE SOCIAL RESPONSIBILITY

HLB Zambia is one of the few audit firms who are taking Corporate Social Responsibility seriously and to another level. Though we are a small firm we have decided to share our luck and give back to the community. HLB Zambia is involved in Aids Advocacy – and awareness and supports orphans and Vulnerable Children - OVCs. We are also involved in sports and supporting various children from communities in the townships. We believe that our small good ways will make a big difference in people's lives.



By paying the fee to HLB, You are contributing to the corporate social responsibility





## PROFILE & CURRICULUM VITAE FOR THE PROFESSIONAL PERSONNEL

HLB Zambia, a non-discriminative platform for capable, committed, innovative and dynamic Zambians focused on delivery of value for money Ubuntu services to our clients.

Our long-term goal is to become crown business advisors to organisations of all sizes, whether profit or not-for-profit, by tailoring services to the specific needs of the respective organisations we service to effectively manage business risks and improve business processes ultimately maximising benefits for their stakeholders.

Our team brings a combination of deep technical skills and wide experience which we believe is well suited to meet your unique operating framework and to work with you.

### The Right Team

At HLB Zambia, we believe people are the key to building effective partnerships. Our team consists of the right people, with the right skills to meet your specific business needs and culture. People with the relevant industry experience, commitment, knowledge and personality to work with you in a proactive and positive way.

Your Reliance team delivers industry experience and unparalleled expertise, commerciality, visionary and, thought leadership. This is coupled with our:

- Outstanding experience of advisory reviews on retail, manufacturing, financial services, mining, informational technology.
- A track record in assisting companies through significant change and growth both by re-organisation and solvency management
- Ability to challenge when necessary, bring issues to the table as soon as they arise and to act as an independent sounding board for management
- Commitment to complementing our core team wherever possible with industry experts available from the region as mentioned above.



## Shuko Ndhlovu

Position:	Senior Partner
Name of Firm:	HLB Zambia
Name of Staff:	Shuko Ndhlovu FCCA, FZICA, CMIIA
Profession:	Chartered Certified Accountant
Nationality:	Zambian

### Membership in professional societies:

- Fellow of Association of Chartered Certified Accountants(FCCA)
- Fellow of Zambia Institute of Chartered Accountants (FZICA)
- Chartered Institute of Internal Auditors – UK and Ireland (CMIIA)
- Institute of Directors (IoD) of Zambia
- Zambia Institute of Estate Agents (ZIEA) - Practicing member
- SEC Trained / Qualified Investment Adviser
- ISACA - Certified Information Systems Auditor
- ICSA - Company secretarial - CISA

### International exposure:

Shuko has been involved in closing deals and doing business in the following countries; South Africa, Mauritius, Denmark, UK, Botswana, Zimbabwe, Netherlands, USA to mention a few Committees and boards

Shuko was a member of Audit Committee of the Institute of Directors (IoD) of Zambia and Secretary of all Insurance Companies under Insurers Association of Zambia, as regulated by the Pensions and Insurance Authority (Madison, ZSIC, PICZ, Hollard etc). He is a Director in African Grey Insurance Limited - serving as Audit Committee Chair as well as being Director in Seeff Properties - Zambia - ([www.seeff.com](http://www.seeff.com)). Shuko has been Chairman of the Audit Committee at the Ministry of Local Government and Housing and Also Serves as member of Audit Committee at the Ministry of Local Government and Housing.

### Tasks assigned:

As Senior Partner, Shuko is responsible for offering strategic insight and play the client liaison role in most of the firm's key assignments local and international. His responsibilities include, business development and growth, developing and managing strategic business relationships, directing the practice to achieve set objectives, negotiating and concluding contracts with external parties and or delegating such responsibilities as he sees fit. He will also be responsible for promoting the Ubuntu approach and HLB Zambia locally and internationally. He is the HLB International contact partner. His other practice development responsibility is in the area of maintaining impeccable governance standards within the firm. He is Partner in Charge of Audit Services in the firm.

### Key qualifications

Shuko has experience as an Internal Auditor with Celtel Zambia Plc - Zain Zambia for 2.5 years and is Senior Partner of HLB Zambia. He was previously with KPMG as senior auditor, as Supervisor at BDO Spencer Steward for 2 years and as Audit Senior at Deloitte & Touche for 4 years. Shuko holds a Diploma In engineering from the Copperbelt University, an Irish Certificate in Professional Accounting, FCCA, Fellow Chartered Accountant, ZICA and CMIIA – Chartered Internal Auditor – UK and Ireland. He has been Receiver/ Manager and Liquidator for First National Bank Zambia Limited For Kavino Limited, Wildland Investments Limited for Stanbic Zambia Limited and worked on a number Receivership and liquidations

of Shuko has been Partner in Charge of Rural Electrification Authority (REA), ChildFund, World Vision, Chreso Ministries, Meanwood Finance Corporation, Laurence Paul, Zambezi Airlines Limited, Zambia National Pensioners Association –ZANAPA, Kara Counselling Trust, Irish Aid funds Audit, Danish Funds Audit, Unity Finance Limited, Audit, was Audit Supervisor in charge of the Bank of Zambia European Investment Bank Fund, Arcades Development Plc, Discount Steel Zambia Limited, Spar Arcades Limited, Tob Caledonia Mining. Shuko was senior on Investrust Bank Plc, Konkola Copper Mines, Mopani Copper Mines, SmelterCo Limited, Chibuluma Mines Plc, Ndola Lime Limited and Lublend Zambia Limited. He has vast experience in corporate governance reviews, taxation, NGO audit, consultancy, due –diligence and liquidations. He has experience in International Financial Reporting lecturing. He has contributed a number of articles to the Zambia Institute Certified Accountants-ZICA.

Work Undertaken that Best Illustrates Capability to Handle The Task Assigned:

Name of Assignment or project: REA (Statutory Body) - Audit Service

Other experience include Engagement Partner at Jesus Cares Ministries – KNH, Ministry of Labour Zambia, ILO, CRS etc Manager on Lusaka Business College Trust – Under BDO, Supervisor on Bank of Zambia under KPMG, Senior on Occupation Management Health Board Under Deloitte, Manager at NFRA under KPMG.

Languages:

Language	Speaking	Reading	Writing
English	Good	Good	Good
Nyanja	Good	Fair	Fair
Bemba	Good	Fair	Fair
Nsenga	Good	Fair	Fair







## Jonathan M Mwale

Position: Partner - Audit + Consulting  
Name of Firm: HLB Zambia  
Name of Staff: Jonathan Mwale BA Ecom (UNZA), FZICA, ACCA  
Profession: Chartered Certified Accountant  
Nationality: Zambian

### Membership in professional societies:

- Fellow of Zambia Institute of Chartered Accountants (FZICA)
- Associate of Association Chartered Certified Accountants (ACCA)
- Institute of Directors Zambia (IoD)

## International Training

Jonathan has worked/received local and international training in the following Countries

- Rwanda
- South Africa
- Taiwan
- Zimbabwe

## Board and Director

Jonathan is a newly admitted Partner in HLB Zambia, previously was Director with ABACUS360. He sits on the Board of HLB in Zambia and in the region.

### Tasks assigned:

Jonathan was our Director in Charge of Owner Managed Business (OMBs) – is in charge in growing the Consulting, Taxation, Auditing and Accounting Services to this sector and SME. He is involved in Tax Compliance Services for SME and other clients and well preparation and review of Compilation reports. He adds to our team solid accounting, taxation and auditing experience for over 20 years.

### Key qualifications

Jonathan has been Director – Consulting and Tax for ABACUS360 for the past 3 years leading various local and international Taxation, Audit and Accounting Clients. He has worked both in Industry and Practice - As Chief Financial Officer as well as Senior Auditor with Deloitte and Touch. He has worked as CFO for Mpelembe Drilling, Finance Manager for Ndola Lime and Chloride Zambia Limited for combined 10 years amassing the Necessary industrial Experience. He has been Corporate Planning Officer for UBZ – (United Bus Company of Zambia) prior to Liquidation - Involved in the Asset Disposal Process, Research, Planning. He worked in External Audit, Taxation and Management Consulting Services with Deloitte for 12 years up to senior level. The clients he worked on on a consulting basis include: International Development Agency (IDA) under the Ministry of Finance, Barclays Bank Zambia Plc, ZESCO, ZSIC, Zambezi River Authority,

Bank of Zambia World Bank Loans, Chibuluma Mines Plc, Mpongwe Development Company, Professional Insurance Corporation, Copperbelt Bottling Limited. Jonathan has also worked on Business Valuations and Due Diligence for Share Disposals most recently for Smartnet Zambia Limited. Jonathan holds a Bachelor of Arts Degree in Economics and Business Administration (BA Econ) from University of Zambia, he is also a member of the ACCA and Fellow of the Zambia Institute of Chartered Accountants – ZICA.

Position Held: Lead Director  
Activities performed: Concurring partner reviews and key risk reviews

Other clients as concurring Director / Manager include: ChildFund Zambia, We Effect Southern Africa (Zambia, Malawi, Mozabique, Zimbabwe and South Africa) AHC MMs, BIA Zambia Limited, Postnet Zambia Limited, Tandiza Zambia Limited etc.

Languages:

Language	Speaking	Reading	Writing
English	Good	Good	Good
Nyanja	Good	Fair	Fair
Bemba	Good	Fair	Fair





## Masuzyo Mulenga

Position: Principle Director - Audit and Assurance  
Name of firm: HLB Zambia  
Name of staff: Suzyo Mulenga Muteto ACCA, AZICA  
Profession: Chartered Certified Accountant  
Nationality: Zambian

### Membership in Professional Societies:

- Association of Chartered Certified Accountants (ACCA)
- Zambian Institute of Chartered Accountants (ZICA)
- Institute of Directors - IOD

### International Training

- Caseware Audit Software Training - South Africa
- HLB International - Winning International Business - Amsterdam, Netherlands
- HLB International - Training SAN Francisco USA
- HLB International - Tax and Audit - Amsterdam

### Detailed Tasks Assigned

Suzyo Mulenga is our Principal Director in charge of Audit Services and Assurance Services. Suzyo is in charge of ensuring there is compliance with IFRS and IAS in the preparation of financial statements. She is in charge of file reviews and quality, staff training and is our CaseWare Champion the audit software HLB Zambia was implementing in June 2013. She is also responsible for audit fieldwork management liaising with clients on the progress and audit findings. Suzyo Mulenga won the IAB International Young Accountant of Year - A first for Zambia.

### Key Qualifications:

Suzyo brings to the firm both industry and practical experience. She has experience in working in the Insurance, Financial, Investments. She brings to this firm wide experience in the operations of organizations in the Insurance Broking Business, Aviation, Construction, Wildlife Conservation, NGOs and Limited Companies including experience in consultancy in Taxation, Accounting and audit.

She is a qualified Chartered Accountant –ACCA UK, holds a Chartered Accounting Technician - CAT offered by ACCA, is an Affiliate member of ZICA and ACCA. Suzyo has high quality Audit, Risk Management, Taxation, Financial Accounting, and Management Accounting experience. She has served as Manager – for HLB Zambia on a number of Key Assignments donor funded and local

Her client portfolio includes Rural Electrification Authority (REA), ChildFund, We Effect Zambezi Airlines Limited, Laurence Paul Investment Advisers, Meanwood Finance, Unity Finance Limited, Liberty Insurance Brokers, Wildlife Conservation Society, Insurance Association of Zambia, to mention a few. Suzyo has the key competencies: ability to interact with management at all levels, conversant with the regulatory requirements of corporate organisations such as Tax matters, secretarial matters and other regulations of limited companies and detailed knowledge of the, International Audit Standards –IAS, International Financial Reporting Standards (IFRS) and Internal Audit Standards.

### Languages:

Language	Speaking	Reading	Writing
English	Good	Good	Good
Bemba	Good	Good	Fair





## Joseph Chaonsa

Position: Director Tax + Accounting Services  
Name of firm: HLB Zambia  
Name of staff: Joseph Chaonsa (BSC Accounting)  
Profession: Chartered Certified Accountant  
Nationality: Zambian

### Membership in Professional Societies:

Association of Chartered Certified Accountants (ACCA)  
Institute of Directors (IoD) of Zambia  
Zambian Institute of Chartered Accountants (ZICA)

## Detailed Tasks Assigned

Joseph is our Director Tax and Accounting Services at HLB Zambia. He is responsible for the tax fieldwork of the overall assignment, with particular input at the planning, control accounting, reverse VAT coordination's, Tax reviews, preparation of tax computations, corporation tax preparation, tax audit and assessments. He will immensely contribute to clients' through his tax experience and knowledge and quality – to key insights on deficiencies in tax laws and regulations, policies and procedures including financial controls. He is responsible for fieldwork of the assignment as the Lead 'foot soldier'. He will also keep the partner up to date with progress and key findings of the assignment.

### Key Qualifications:

Joseph brings to the firm over 10 years experience under the belt in practice and industry, passion, integrity, innovation and commitment. He is a qualified accounting technician (CAT), holds a degree in accounting (BSC Hon) from Oxford Brookes University of the UK as well as ACCA finalist. Joseph has been key Team leader on most tax and reverse VAT with Enfin Solutions where he worked for over 5 years as a consultant. He was responsible for handling and carrying out reverse VAT and WHT audits for mining clients like Lumwana Mining Company, KCM and Mopani. He was also involved in quality VAT services for Celtel Zambia plc (Now Zain), MTN and Zambia Sugar. He also manages VAT and payroll for various clients. He previously worked as an accountant at Barlow World Equipment (Z) Limited, as well as Tax and Assistant Accountant at BDO handling PAYE, Company tax, NASPA handling VAT inspections on behalf of clients. He has experience with taxation matters – handling our taxation department as well.

Joseph is also responsible for preparation of accounts, book keeping for SME and various clients complying with International Financial Reporting Standards (IFRS). He is trained and has hands on experience with Pastel etc.

### Languages:

Language	Speaking	Reading	Writing
English	Good	Good	Good
Bemba	Good	Good	Fair



## **Lusungu Kayela Bsc HRM, DFA, MZHRM, MZIEA**

Position: Director – Human Capital  
Name of firm: HLB Zambia  
Profession: Human Capital Specialist  
Nationality: Zambian

Lusungu is a member of the Zambia Institute of Human Resource Management (ZHRM) with a valid practicing license. Lusungu is cardinal in guiding us on the Human Capital side of business and brings to our team valuable HR experience of over 9 years necessary for the growth of our company. She is a board member of Blackgold Ventures as well as Seeff Properties. Lusungu has been part of the team that managed Seeff Properties Zambia as a green field business and has been instrumental to its transformation into one of the leading property companies in Zambia.

She is conversant with handling:

- Immigration Consulting
- Recruitment Services: Executive and Accounting head hunting
- Overall Staff Management
- Payroll services: Payroll services is becoming an increasingly popular solution used by enterprises. HLB Zambia member firms ensure diligence in the maintenance of payroll documentation, as well as provide advice within the field of labour laws.
- Setting up HR filing systems
- HR Reviews which include Job Evaluations



## **Herbert Maambo, FCCA, FZICA, BAcc – CBU Director – Internal Audit and Risk Services**

Herbert has over 20 years of professional experience which includes Statutory Body Audit, Financial Services Audit, NGO Audits, Asset verification, Finance and Accounting, External and Internal audit, Risk Management, Procurement, Strategic Planning, Management Information systems, due diligence, Consulting, Company Restructuring, Regulations, Taxation, Human Resource and Administration.

He has experience in external and internal audit both in the private and public sector. He has worked at various senior management levels at Energy Regulation Board – Assisting in development of Financial and internal Audit Reports, Human Resource, Drafting of Financial Policies and Procedures. He brings the necessary experience in drafting Policies and Staff Training as well as System Implementation.

He has previously worked with Deloitte for Eight years in Audit and various senior positions. Herbert possesses a Bachelor of Accountancy from the Copperbelt University – CBU and is fellow of FCCA and ZICA.

## OTHER KEY STAFF – TEAM SUPPORT



**Cynthia Zulu Matakala**  
**Legal Consultant, LLB, ACHZ**

Cynthia Holds a Bachelor of Law from the University of Zambia (UNZA) and brings over 6 years of experience. She has worked for the Legal Aid board Lusaka for two years. She also brings her wealth of Legal experience from Levy Mwanawasa and Company where she practiced for four years with strong litigation cases. She's a full member of the Law Association of Zambia.



**MWAKA NAKAZWE, MZiHRM, MSc, BA**  
**Senior Manager – Corporate Services**

Mwaka has over 11 years professional experience which includes Business Recovery Services, Human Resource Management, Social Research, Capital Raising and Company Valuations. In her Career, she has assisted both public and Private Sector clients undertake Receiverships and Liquidations, job evaluation exercises, organization reviews, skills Audits, Salary Surveys, Employee Engagement Surveys and HR Diagnostics. Furthermore, she has assisted private sector clients source funds as well as conducted Company Valuations and Due Diligence exercises.

Mwaka possesses a Master of science in International Business and Human Resources Management from university of Dundee in the United Kingdom and Bachelor of Arts Degree from the university of Zambia. Furthermore, she is a full member of the Zambia of Zambia Institute of Human Resource Management and a 2014 Commonwealth Scholar





**ALBERT NGULUBE, ACCA, AZICA**  
**Senior Manager- Tax + Accounting**

Albert has over 7 years work experience in Finance and Tax; he worked for African Life Financial services the managers of Saturnia Pension Scheme the biggest private pension scheme in Zambia. He then Joined KPMG Zambia limited in the Tax department where he handled most tax assignments as well as debtors management.

Albert manages his own clients which includes clients in the following sectors; Agriculture, Insurance, Banking (Doing tax compliance work for the 5 big banks in Zambia), Retail, Mining, Mining Exploration, Financial Services, Education, Tourism as well as agro processing clients. He has vast experience in the provision of Tax services that include but not limited to Tax due diligence engagements, tax health checks and tax audits.

Albert is a full member of the Association of Chartered Certified Accountants (ACCA), Zambia Institute of Chartered Accountants (ZICA), Chartered Accounting Technician (CAT)



**Simon Peter Million, ACCA, AZICA, BSc**  
**Manager - Audit + Assurance**

Simon Peter Million is our Audit Manager in charge of Audit and Assurance Services.

Simon has been with the firm for Over 2 years in External and Internal Audit as well as other Special Assignments. He was previously with Deloitte for over 4 years.

He is a member of ACCA and Zambia Institute of Chartered Accountants - ZICA. He also holds a Bachelors of Science - BSc in Accounting and finance.

He has led similar External Audit and Compliance Assignments for Statutory and other audits for Meanwood Finance Company, Leasing Finance, FINCA, Meanwood Building Society, Madison wealth builder, Payserv Zambia, UAE Exchange and money transfer, Plan International, , Dulux Zambia Limited ,etc.



**Mukonge Kapembwa JC, ACCA**  
**Manager Audit + Tax**

Mukonge Kapembwa is our manager in the Audit and Tax department at our Kitwe office. He is a savvy accountant with credible Knowledge and brings over 5 years experience from Jiesheng Industries and Mining Equipment Limited (JSI Mining), Kabwe & Company Limited and Havilla & Company Limited.



**Mubiana Natasha Manda**  
**Supervisor Audit + Assurance**

Mubiana Natasha Manda is our supervisor in the Audit Department at our Kitwe office. She brings to the company a vast supervisory experience of 5 years in the Audit department from Kabwe & Company. She is a member of ZICA.

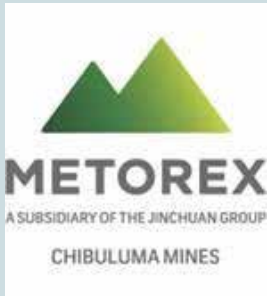


**Nchimunya Hapenza**  
**Senior Associate - Audit + Assurance**

Nchimunya Hapenza is our Senior Associate - Audit & Assurance at our Kitwe office on Copperbelt. He brings to the Team over 3 years' steady work experience. He previously worked with PKF Chartered Accountants & Business Advisory. He is a full ZICA qualified Accountant and a member.

## REFERENCES

We recognize that quality service, relevant experience, and depth of resources will be key factors in your Firm selection process. We encourage you to contact the following clients to learn more about our experience and commitment to quality client service.



“We work with a number of HLB member firms in respect of our multi-national operations covering thirty-one countries and have been very satisfied with the quality of work and the responsiveness of the firms involved.

The personal contacts that exist between the firms within the HLB International network play a very important role in providing us with true global auditing.”

Kevin Brock, CFO – JF Hillebrand  
Global Beverage Industry/ Logistics & Supply Chain





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