

## **EXPRESSION OF INTEREST: ACCOUNTING SERVICES FIRM**

### **1. BACKGROUND**

The Public Relations Society of Kenya (PRSK) is a duly registered Society under the Societies Act Cap 108. The Society was established in 1971 as a professional body to guide and bring together Public Relations and Communication practitioners in Kenya.

PRSK is the umbrella body for all public relations and communication practitioners in Kenya with an overriding purpose to advance excellence performance in the practice. The Society maintains local and international affiliates, which include the Eastern Africa Public Relations Association (EAPRA), the African Public Relations Association (APRA), and is a founder member of the Global alliance for Public Relations & Communication Management.

The Society has over 5,000 registered members drawn from Government Ministries and Parastatals, State Corporations, Private Companies, Corporates, Small and Medium Enterprises.

### **2. THE OBJECTIVE**

The objective of this consultancy is to provide financial services to the Public Relations Society of Kenya. These services will enable the Society to monitor and effectively manage its accounting, financial reporting and tax obligations and risks.

### **3. SCOPE OF WORK - ASSIGNMENT**

The Society invites Expression of Interest (EOI) from qualified accounting services firms to undertake accounting services for the Society for a period of 1 year. The successful firm may be eligible for an extension based on satisfactory performance.

The Accounting services firm shall be fully answerable to the Chief Executive Officer with a dotted line to the Treasurer. The envisioned responsibilities are as follows:

- Updating the accounting data and information in the accounting system on a monthly basis
- Filing of the accounting information
- Preparing and administering staff payroll and payslips
- Preparing the annual budget
- Preparing and submitting timely statutory deductions (PAYE, NSSF, NHIF, KRA)
- Preparation of monthly management reports to Council (Profit & Loss, Balance Sheet, Payables, Member Balances)
- Preparation of audit documents, presenting them to auditors, and liaising with auditors on areas of improvement

#### **4. QUALIFICATIONS**

- i. A certified accountancy firm
- ii. A minimum of 4 years' experience in carrying out similar assignments
- iii. Team with relevant and diverse experience in accountancy
- iv. Experience in process excellence support, training,
- v. Strong interpersonal skills and the ability to work effectively with stakeholders across multiple organizations in Kenya and the region

#### **5. SUBMISSION OF PROPOSAL**

Interested and suitably qualified firms should hand deliver their sealed bids by **30<sup>th</sup> September 2022 at 5pm**. The bids should contain a narrative proposal responding to the TOR objectives and deliverables, and a technical financial quote. The sealed bids should be delivered to Wu Yi Plaza, Wing B, 2<sup>nd</sup> Floor, B4, in a plain sealed envelope and clearly marked ***“Expression of Interest: Accounting Services Firm.”***

**The Chief Executive Officer  
Public Relations Society of Kenya  
P. O. Box 43098-00100, Nairobi  
Tel: +254-020-2626215, +254-020-2626217**