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Approved by
Inspector of Labour
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PREMIUM AGRO CONSULT CO. LTD
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"Quality and Growth is our Focus"



A Call for Expression of Interest for External Audit

Introduction

Premium Agro Consult Co. Ltd, established in 2017, is a fully registered South Sudanese company. Premium Agro Consult Co. Ltd started business operations in 2017 only within Juba City, but, today, the company has become a reputable and nationally recognized indigenous company that provides quality agribusiness, research and training consultancy services to its clients including international and national Non-Governmental Organizations, international and national companies throughout the country. Our revised mission is "To provide consultancy in agribusiness, research and training services across South Sudan to stimulate growth and employment" to achieve our vision statement "To be the leading provider of consultancy, research and training services across South Sudan and the region"

Premium Agro Consult Co. Ltd (PAC) is seeking Expression of Interest (EiO) from a qualified and experienced audit company with specialization in performance and system audit to achieve the following objectives:

1. To ensure the integrity and accuracy of our financial/accounting system and records,
2. To ascertain our compliance to legal and regulatory standards.

The External Audit company should possess pool of qualified and certified auditors or accountants holding qualifications of CPA or ACCA with a minimum of 5 years audit experience with a professional biased in performance and system audit in a company accounting system.

Location of the Assignment

The Auditing assignment will be carried out at the PAC's office in Juba, located at the above stated address. However, extensive email and phone communication with key management team based outside Juba shall constitute part of the assignment.



Duration of the Assignment

The assignment period shall be a total of 20 days as guided by the South Sudan Statutory Regulations and the audit requirements as described below.

- The External Audit company will be allowed to do office-based or in-house preparation for the assignment for a period of only one (1) day.
- The examination of the books of accounts, supporting documents, agreement contracts and any other documents deemed necessary by the External Auditor will take a maximum of five (5) working days.
- The External Audit company draft audit report will be submitted to the Business Development Manager within seven (7) days upon completion of the examinations of all needed documents.
- The external Auditor will submit the final audit report to the Business Development Manager within seven (7) days upon receipt of the comments of the Executive Management Team of the company after reading the draft audit report.

Scope of the Assignment

The assignment will be limited to the company's Business Strategic Plan covering the period 2020 – 2023 and the actual operational scope of the company for the period running from 2022 to 2023. The External Audit company will be required to pay special attention to the following broad audit areas during the assignment.

1. Internal Control Audits

- 1.1 Whether the finances of the company were used in accordance with the set financial and accounting standards and procedures of the company.
- 1.2 Whether the set financial internal control measures are sufficient to ensure compliance with set financial standards and procedures to avoid financial leakages.

2. Compliance Audits

- 2.1. Whether the relevant finance and accounting supporting documents such as receipts, books of accounts and others are in conformity with approved operational budgets of the company.
- 2.2. Whether the finance and accounting reports for all operations have been prepared with generally accepted accounting principles and practices relevant to private limited company.
- 2.3. Whether the relevant accounting and supporting documents such as books of accounts, receipts, and others have been kept properly and are in line with the acceptable standards of accounting.
- 2.4. Whether the procurement processes have met the set procurement procedures of the company and the internationally recognized procurement procedures.
- 2.5. Whether the designated company accounts have been correctly used and maintained by the finance department in accordance with the provisions of the company's rules and regulations.



2.6. Whether the company has been making efforts to comply with its financial obligations as per the government regulations.

3. Performance Audits

3.1 Whether the financial performance of the company can guarantee profitability that can stimulate the growth and expansion of the company.

4. Financial Statement Audits

4.1 Whether the financial statements for the auditing period were kept and are in line with the Business Strategic Plan of the company.

Deliverables for the Assignment

The deliverables for this assignment are broken down into the following.

1. The External Audit company shall submit an Inception Report detailing amongst other things, the profile of the audit firm, specific plans of actions of the external auditor for conducting the assignment, methodology and approaches for the assignment, time duration for each activity of the assignment and the reporting format for the audit report of the assignment.
2. The External Audit company shall undertake the audit by focusing on the study of available financial and accounting documents and through interactions with designated staff of the company.
3. The External Audit company shall submit a draft audit report to the Business Development Manager in both hard (duly signed by the External Auditor) and electronic version within seven (7) working days upon completion of the stage of studying the available financial documents.
4. The External Audit company shall submit the final audit report consisting of three (3) duly signed hard copies and an electronic version within seven (7) working days upon receipt of written comments by the Executive Management Team in regards to the draft audit report.

The Audit Fees & Methodology/Approach to the Assignment

The External Audit Company is expected to submit a technical proposal/ methodology and the total fees for the assignment broken down into three stages (Stage 1: Examinations of finance documents, Stage 2: Draft Audit Report Writing and Stage 3: Final Audit Report Writing). The audit fees shall be subjected to tax regulations of the country.

Required Qualifications, Experiences, Skills, and Attributes

- The External Audit company should have pool of qualified and certified auditors or accountants holding qualification such as CPA, ACCA or its equivalent.
- A minimum of 5 years demonstrated experience in conducting audits for companies with a biased in performance and system audit in a company accounting system.
- Familiarity with relevant legal and regulatory frameworks that guide companies in South Sudan.



- Excellent communication and interpersonal skills with fluency in both written and spoken English. Conversational knowledge of spoken Arabic will be an added advantage.
- Demonstrable ability to produce high quality audit reports within a short period of time.

Application Requirements

- Qualified firms/companies that meet the above stated qualifications and experienced should submit the following documents as the required application package.
- Clear approaches/ methodologies detailing amongst other things, the specific plans of actions of the external audit firm for conducting the assignment, time duration for each activity of the assignment and the reporting format for the audit report of the assignment.
- Updated Curriculum Vitae (maximum of 3 pages) with a focus on similar previously undertaken tasks including daytime phone contacts and official email addresses of three professional referees for the fronted Auditors
- A detailed company profile and the legal documents in respect to South Sudan context
- Evidence of successful completion of similar past assignments undertaken by the External Audit firm/company in the form of either Certificate of Completion of Assignment or Letter of Recommendation for successful completion of assignment from provable previous clients.

How to apply:

- The applications should be addressed to, **The Business Development Manager, Premium Agro Consult Co. Ltd, Juba, South Sudan.**
- Quote “**External Auditor for PAC 2024**” on the subject line of your application
- Electronic applications should be sent to infopremconsult2017@gmail.com while hard copy applications should be hand delivered and registered at the security focal point at the gate of our office at the above stated physical address.

Deadline for submission of applications is 16th ^{KIAT} April 2024 latest 4:00 PM CAT.

Note: Due to anticipated large volume of applications, only short-listed candidates that meet our evaluation criteria shall be contacted for interviews.

