

**Introduction**

**J7 International** is a professional services firm involved with, Financial Advisory, Tax Consultation, Accounting Services, Fraud and Forensics, Administrative Services, Procurement, Project Management, Human Resource Management and Business Consultancy with its Headquarters in Tanzania, East Africa.

In addition to the above mentioned services we provide business Support Services, Training, company retreats and team building, Resource Mobilization Strategy for Civil Society Organizations and Business Consultancy to different organizations both public and private sectors.

Our tactics are acquiring the most up-to-date knowledge in different management functions as well as technology and therefore utilizing this knowledge to offer value added services to our clients.

# VISION

Professional Excellency and Value Addition in our Services and Programs

# MISSION

J7 International aims to provide quality professional services that meet Client desired result and expectation.

# VALUES

* Honesty and Integrity
* Confidentiality
* Accountability
* Transparency and Cooperation
* Cultural Diversity

**Why J7 International?**

# VAST EXPERIENCE & SUCCESS

We believe that our clients’ success is our success. If our Clients acquire the best wins as a result of our support then our goal will have been achieved. Our Vast experience in various industries will be an added advantage

# PROFESSIONALISM

we believe in professionalism; we consistently maintain high standards for service. J7 aims to provide quality professional services that meet Client expectations with value addition with an aim of ensuring our clients’ businesses grow

# OUR PEOPLE

Our Staff are competent committed and dedicated to providing the best services and as a Company we shall ensure they grow professionally and also expose them to various projects to ensure they attain vast experience in managing various projects.

Our Staff understand our clients’ businesses through the support our clients provide. We help enterprises explore extraordinary opportunities, manage and sustain growth, and maximize revenue by using our people to provide solutions

# RECRUITMENT

J7 will provide flexible Client driven solutions as opposed to off the Shelf products. We shall ensure we identify the right candidates for our Clients but that they retain this talent by conducting regular assessments and evaluations. Our Data bank hosts of diverse skills and development as a result we can populate data on daily basis and such we shall always provide our Clients with

Current resumes. We currently host thousands of resumes in the following fields

* Administration
* Accounting & Finance
* Consultancy
* Health Care
* Human Resources
* Sales and Marketing
* Customer Service
* Information Technology
* Hospitality and Travel
* Communication
* Specialty related recruitments
* Education
* Mining
* Any other form of recruitment as advised by Client

# TRAININING SERVICES

J7 International believes that Training is one of the most important tools for building a long-term relationship with Staff. Our aim is to ensure that staff acquire additional skills and growth through these well-designed trainings that will enhance efficiency at work and improve on service delivery at workplace. J7 International offers the following training

* Human Resource Training
* Strategic Planning
* Resource Mobilization Strategy
* CSO Resource Mobilization Strategy
* Customer Service
* Time Management Skills
* Team Building

**ACCOUNTING SERVICES**

J7 believes that assisting clients with Back office work enables them to concentrate on the mainstream industry business. J7 will offer Accounting services on behalf of the Client. These are some of the services that we can offer;

* Set up a chart of accounts.
* Reviewing accounting documentation i.e. sales and supplier invoices for correctness of allocation and classification.
* Maintenance of purchase and sales invoices and payment vouchers for audit trail purposes.
* Processing payments for suppliers, statutory deductions and others
* Posting all the transactions for the month into the general ledger in accounting software.
* Maintaining the ledger account, in accordance with your requirements.
* Producing petty cash journals, reconciliations to the cash book and a trial balance based on the above postings on a monthly basis.

# ACCOUNTING SERVICES

* Payroll accounting and expense management
* Maintenance of subsidiary journals/ledgers, Maintenance of the fixed assets registers.
* Preparing and review of monthly accounts and support schedules.
* Prepare debtor and creditor reconciliation statements and aging analyses on a monthly basis.
* Preparing and posting of adjusting journal entries.
* Preparation of managements Accounts.
* Preparing annual financial statements and supporting schedules for tax and audit purposes.
* Payment of mobile phone recharge credit to staff
* The above duties will be performed depending on scope of the Client

**TEMPORARY PLACEMENT OF HR/PROCUREMENT**

If you

We will have a dedicated resource that will be your contact for all procurement and administrative support. During the procurement life cycle, we will invite at least three bids or quotations from a shortlist of suppliers when procuring commonly used items of services such as stationery, meeting facilities, office equipment and other consumables. Only one technical evaluation work will be done after advertising the tender or sending out quotations for the same to come up with a list of eligible suppliers for different services. For non-routine procurements, mini-tender board meeting may be opted get the suppliers who offer best value to your organization. A modality will be designed that involves the team to participate in decision making at any level during the process.

# FRAUD & FORENSIC SERVICES

Prohibit unnecessary loses and regain the peace of mind you need for your business to succeed through our fraud and forensic services.

# PROACTIVE

* Business Intelligence Services
* Anti-Bribery and Corruption Advisory
* Whistle – blower Hotline Services
* Fraud Risk Management Consulting

# REACTIVE

* Computer Forensics
* Forensic Accounting and corporate fraud investigation
* Litigation support and Dispute Resolution Advisory
* End user Monitor