

PKF Jordan

PKF ProGroup
PKF Khattab & Co.
PKF Planning Tax Advisory

The PKF logo consists of the letters 'PKF' in a bold, blue, sans-serif font. The 'P' and 'K' are connected at the top, and the 'F' is separate.

Accountants &
business advisers

Newsletter

Quarterly Newsletter | Q2 2013

The background of the entire page is a light, abstract image featuring numerous stylized human figures in various shades of green and blue. These figures are arranged in a way that suggests movement and a network, with some appearing to be walking or standing in a line. The overall effect is a sense of a diverse and active workforce.

Launching our Umbrella Service: “ProConsultant by Your Side”

Human Resources Practices and Challenges Survey

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Launching our Umbrella Service: “ProConsultant by Your Side”



The “**Umbrella Service**” is the new professional service being launched by PKF Jordan, which is certainly a befitting answer to our clients’ business problems and needs.

Our “**Umbrella Service**” rotates around providing high quality services on an **Annual Agreement** basis. This service will enable our clients to consider the alternative of employing a **permanent** team to fulfill the necessary functions to update and enhance the existing systems and workflows through a network of peer expert consultants and service advisors who will act as mentors to foresee industry trends and meet customers’ demands and needs.

Being a client, of PKF Jordan’s “**Umbrella Service**”, will provide you with **answers** for any and all of **your questions**, absolutely **free of charge**. Furthermore, other consultancy services that are not within the scope of the “**Umbrella Service**” are offered to the client at a privileged price.

During the term of the “**Umbrella Service**”, PKF Jordan’s pool of experts and consultants will be available on-demand to discuss with the officers and employees of the company matters relating to the following:

- Management and Organization of the Company;
- Financial Advisory;
- Human Resources Related Matters;
- Tax Related Consultations;
- Information Technology Advisory;
- And generally any matter arising out of the business affairs of the company.

Furthermore, the “**Umbrella Service**” also covers the attendance of one or more of our experts to the following meetings (if required):

- Board Meetings;
- Internal Audit Committee Meetings;
- Management Committee Meetings.

PKF Jordan had the privilege to cooperate with “King Abdullah II Design and Development Bureau” (KADDB), MA’ANI Group, Jordan Steel Group and many more clients in rendering the “**Umbrella Service**”: “**ProConsultant by Your Side**”.

Human Resources Practices and Challenges Survey

PKF Jordan is conducting a [survey](#) to identify the Human Resources Management (HRM) practices and challenges for organizations in Jordan in order to enrich the HRM practices and to facilitate the sharing of opinions and insights among HR practitioners.

We appreciate your participation in the survey and we encourage you to utilize your best judgment and knowledge of your organization to answer the questions. The questionnaire will need 10 minutes maximum to be filled.

This survey is intended to be filled by general managers or seniors who are in charge of HR functions. If you feel that the survey must be filled by another person, please forward the survey link at the bottom of this page to him/her. The provided information will be considered strictly confidential and will not be disclosed to other parties.

By participating in this survey, you will receive its findings along with the best international practices in the field of HR.

The survey link: <http://goo.gl/ww2S9>

Thank you in advance

PKF Jordan Survey Team



Our Human Resources Management Services

We are proud to have an outstanding record and rich history of success stories in organizational development and Human Resources Management (HRM) with clients in a diverse variety of industries in various countries across the MENA regions

Organization Design and Development

Here at PKF Jordan, our clients approach us for comprehensive services of organization development and design that will have to adapt to growing situations and emerging challenges and eventually support their **organizations' missions and strategies.**

Our area of expertise is achieving an optimum organization structure supported by leadership, staff and change management. This is done by aligning the organization **design, structure, roles and functions with the organization's** strategy in order to support achieving its objectives. PKF Jordan works with CEOs, business owners and business unit leaders to bridge the gap between strategy, operations, structure and people, with a focus on the strategy execution.

Our approach for organization design and development includes the following steps:

- Organization analysis and diagnosis
- Organization planning: converting the analysis into the design of the organization structure, processes and systems
- Job and role design
- Organization development, change and transformation Implementation

Turning the Strategy into Reality through Human Resources Management

The human resources are instrumental for running your business and achieving your corporate performance objectives. At PKF Jordan we turn the strategy into reality by working with leaders to build effective organizations through:

- Competency based HRM
- Jobs and roles analysis and descriptions
- Talent management
- Performance management
- Total rewards

For more information on how PKF Jordan can help you get better results from your organization, teams and individuals, [please contact us.](#)

“PKF Jordan consulting team will affect the operations of the Municipality leading to total development. Consultants recommendations are proof of PKF Jordan professionalism and experience.”

*Eng. Mahmoud Abu Al Ragheb
Mayer Consultant for HR Affairs,
Greater Amman Municipality*

“Vivid efforts and dedication”

*Mr. Ammar Al Taher
Assistant General Manager
Jordan Steel*

“PKF Jordan's efforts have successfully supported us in the structuring and privatization process of Jordan Airports Company”

*Mr. Ramzy Batarseh
General Manager
Jordan Airports Company*

“PKF Jordan's effort has assisted CIC in achieving its performance objectives through attracting, retaining, and motivating our employees”

*Mr. Ekrimah Mahasneh
CEO
The Commercial & Industrial
Company (CIC)*

PKF Jordan Success Stories



THE WORLD BANK



Executive Privatization Commission Funded by the World Bank

PKF ProGroup has successfully led a consortium of two legal firms (Norton Rose and AI Odat and Co.) and Sigma Engineering to carry out a comprehensive legal, financial, operational and technical due diligence of the existing facilities at Amman Customs, to prepare recommendations and achievable solutions to all issues identified during the due diligence phase and to prepare a full feasibility study to ensure that a PPP structure replacing the existing organizational structure is achievable legally, financially, operationally, and technically. The project was funded by the world bank.

“The project team ... has successfully completed the assignment.... The project was delivered on time while working closely with the Executive Privatization Commission, the Customs Department and Amman Customs Warehouses Management, Jordan”

*Dina Dabbas
Acting Chairperson*



مؤسسة نهر الأردن
Jordan River Foundation

Jordan River Foundation

PKF ProGroup has successfully developed a business plan aiming to examine the sustainability of Zikra Initiative “Exchange for Change” project in Bani Hamida area on the long-term. In addition to that, PKF ProGroup will assess Zikra’s proposed project from multi aspects including operations, marketing tools, promotion as well as the financial part through the inspection of Zikra’s previous experience in Ghour Al-Mazra’a.

“We at Jordan River Foundation continue to applaud the efforts of PKF Management for the continuous support and efficiency they reveal in taking any job assignment presented.”

*Eng. Ghaleb Qudah
Director General*

PKF Nakamoto and Company

PKF ProGroup has successfully collaborated with PKF Nakamoto and Company in a project related to the Evaluation of projects in Jordan sponsored by Japan International Cooperation Agency.

PKF Japan was awarded a major contract by the Japan International Cooperation Agency (JICA) aiming at monitoring and evaluating major projects which the agency has funded and supported across six countries, Jordan being one of them. Accordingly, PKF Japan has partnered with PKF Jordan, who acted as the local consultant and both have worked together and assisted in monitoring and evaluating the projects which were funded by ODA Loan, named " Second Human Resources Development Sector Investment".

“I feel confident in recommending PKF Jordan’s professional services in which in-depth assessment of clients’ needs and thorough analysis, design, and implementation of solutions are carried out by teams of dedicated professionals.”

*Eiko Nakamoto
Representative Partner*

PKF ProGroup Consulting Major Contracts



Airport International Group

PKF ProGroup has won a major contract with Airport International Group (AIG) to conduct customer satisfaction surveys that are related to the **Quality of the Airport's Services**. The contract duration is 1 year divided into four waves of surveys.

Airport International Group (AIG) is a Jordanian Company comprising of a consortium of local, regional and international partners brought together for their experience in finance, airport operations and construction:

- Invest AD (UAE)
- Noor Financial Investment Company (Kuwait)
- EDGO Group (Jordan)
- J&P (Overseas) limited (Cyprus)
- J&P Avax (Greece)
- Aeroports de Paris Management (France)

In May 2007, the Government of Jordan signed a 25 year agreement with AIG by which the latter was entrusted to operate, maintain and rehabilitate the existing QAIA landside and airside.



Jordan Steel Group

PKF ProGroup has successfully signed a one year **“Umbrella Service” Agreement** with Jordan Steel Group to provide general consulting services related to the following areas:

- Management and organization of the company;
- Financial advisory;
- Human resources related matters;
- Tax related consultations;
- Information technology advisory;
- And generally any matter arising out of the business affairs of the company.

Jordan Steel Group is a Public Shareholding Company (P.L.C.) that was established and registered in Jordan on 3 March 1993 under number (226) in the Public Shareholding Registry of the Ministry of Industry and Trade. Since 1996, Jordan Steel (J.S.) continues to be the leading steel manufacturing company in Jordan.



Jordan Enterprise Development Cooperation (JEDCO)

PKF ProGroup has signed an agreement with Jordan Enterprise Development Cooperation (JEDCO) to develop comprehensive assessments and feasibility studies for three Small and Medium Enterprises (SMEs) in Jordan in order to increase these **enterprises'** readiness to qualify and comply with the requirements of the financing intuitions and JEDCO's lending policy. These enterprises are Quba' for Stone Manufacturing and Processing, Basmat for Mattresses Manufacturing, and Al Alameyeh for Perfume Production.

Furthermore, the agreement includes conducting a comprehensive assessment of all areas related to the current market, technical and financial situations of these enterprises for the purpose of developing a full improvement plan for each enterprise.

PKF Khattab & Co.

Major Audit Contracts

PKF Khattab & Co. has successfully signed External Audit contracts with the following new clients. The main duties and responsibilities of PKF Khattab & Co. team are to:

- Audit the company's financial statement.
- Examine the company's accounts and the financial controlling systems.
- Check the financial reports and records.
- Ensure that procedures, policies, legislation and regulations are correctly followed and complied with.
- Ensure that the company's assets and cash are safeguarded.
- Express an opinion on the financial statement based on our audit which was conducted in accordance with the applied standards.
- Provide the company with a separate report on fundamental weaknesses in the accounting systems and internal controls that drew our attention.



Ministry of Energy and Mineral Resources

PKF Khattab & Co. has provided the Ministry of Energy and Mineral Resources with assurance and advisory services to audit selected organizations that fall under the Ministry's supervision.



Jordan Silos & Supply General Co.

In the consistency with the government plans to privatize the Public sector, The Jordan Silos and Supply General Company (JSSGC) was established in the year 2001 as a general company, completely owned by the Government of Jordan and registered at the Ministry of Industry and Trade under the registration no.(341) dated 3 January 2001 to be responsible for operating and maintaining the government grain silos originally owned by the Ministry of Supply.



Ministry of Industry and Trade

The Ministry of Industry and Trade has been known throughout its long history by different names. It was called the Ministry of Trade, the Ministry of Economy and Trade, and the Ministry of National Economy, until it settled on the name, the Ministry of Industry and Trade since 1975 until now.



Modern Company for the Manufacturing of Mobile Structures

The Company was established on 16 April 2006 as a Limited Liability Company, under registration No. 11930.

The Company is engaged in the following:

- Mobile cellular structures industry and others.
- Import and Export.
- Local and international bidding
- Borrowing money from banks.

PKF Planning Tax Advisory

Major Contracts

PKF Planning Tax Advisory provides Tax related advisory to companies of all sizes in Jordan. Our Tax related services include:

▪ Income Tax Services

- Checking the compliance with the corporate Income Tax Legislation.
- Preparing and **reviewing the company's** tax returns.
- Preparing and reviewing the **company's** tax interim returns.
- Providing a technical neutral opinion and all tax consultations related to the company.
- Preparing disclosure requirements for the Jordanian Tax Department.
- Assisting in the calculation of the estimated tax provision and tax payments.
- Meeting with the tax inspector and dealing with all his/her work requirements.
- Determining the exemptions granted to the company and determining the income tax to be planned, which is applicable to the company according to its line of business and the Jordanian regulations.
- Recommending the most suitable work structure for the **company's** activities in Jordan.
- Preparing a summary of the income tax to be deducted and paid by the company.
- Obtaining the tax clearance when needed.

▪ Sales Tax (VAT) Services

- Assisting in reviewing and filling the sales tax return.
- Assisting in reviewing and filling the tax due on imported services forms to ensure compliance with the Sales Tax Law and regulations.
- Keeping the company informed of the Sales Tax Law and regulations relating to its business.
- Continuously following-up on tax updates and ensuring compliance.
- Providing a technical neutral opinion and all tax consultations.
- Meeting with the tax inspector and dealing with all his/her work requirements.
- Responding to any inquiries made by the Jordanian Tax Department.
- Preparing disclosure requirements for the Jordanian Tax Department.
- Obtaining the tax clearance when needed.

▪ Accounting Outsourcing

- Analyzing, Journalizing, and posting the **company's** transactions in the **company's** premises three full working days weekly.
- Preparing Unadjusted Trial Balance.
- Preparing the **company's** full set of Financial Statements for Management purposes including a balance sheet, income statement, bank reconciliation, AP aging, AR aging and a statement of any account when needed generated from the accounting system.

PKF Planning Tax Advisory Major Contracts

PKF Planning Tax Advisory has signed Tax Advisory related engagements with the following clients:



Maani Prefab

Maani Prefab began producing its prefabricated modular buildings in 1974. The company became Jordan's leading company within the prefabricated segment. It expanded its services regionally throughout Libya, Sudan, Qatar, Saudi Arabia and Iraq.



Roche Bobois

Roche Bobois is an international brand of luxurious furniture, Roche Bobois furniture is different than any other furniture with its unique character inspired by multiple personalities, the personality of the creator who design it, with his sense of talent and ingenuity and your personal touch of freedom and creativity.



Kalpataru Power Transmission Ltd.

KPTL is a Leading Turnkey Player in Power (Transmission - India and Overseas / Generation / Distribution / Construction), Infrastructure (Oil & Gas Sector / Railways / Building & Factories / Roads & Bridges) and Asset Creation (Transmission System / Roads / Logistics & Warehouse), having footprints across 37 countries.

Le First Circle of Jordan

The Company provides all civil engineering services to various projects around Jordan including direct supervision on large projects, villas and mega malls.



Jordan Joud Foundation

Jordan Joud Foundation (JJF) was established in Amman-Jordan (2010). The JJF developing is concerned with providing moral support to the orphans in order to prepare them to live a better life through innovative programs that deal with education and encouragement of talents as well as consult to elevate the orphans physically, mentally, psychologically and morally. JJF gives courses in practical, theoretical beside many technical, cultural and religious fields for the caregivers and orphans' replacement mothers to promote self-confidence, in addition to giving specialized workshops in the field of psychodrama, theater and painting.



Al-Reyadia Lil A'mal Al-Istithmaria

The main goal of the company is to finance and manage all the shared issues related to the companies of Maani Group.



Structure Consulting

Structure Consulting Company (Private Shareholding Company) was established in the Hashemite Kingdom of Jordan on the 9th of December 2006. The company is engaged in the following:

- Managerial consulting
- Human resource development
- Consulting services
- Consulting services related to strategic planning
- Business & project management

About Us

PKF Jordan, member firm of PKF International, is a regional, multidisciplinary business advisory firm with industry specific services. PKF Jordan offers outstanding opportunities, by providing international standard based services, to dramatically position its clients as pioneers in a rapidly growing business environment. PKF Jordan plays a major role in business advisory including Consultancy, Auditing, and Tax Services.

Areas of experience include Finance, Taxation, Market Research, Strategic Planning, Organizational Development, Human Resource Development, Investment, Technology and Information Management, Quality Management, and Socio-Economic Studies. PKF Jordan also initiates an added value component where integration, consistency and reliability are effectively enforced. PKF Jordan high quality services help its clients identify their business needs, improve, excel, cope with business fluctuations and accomplish their anticipated goals. and excel.

PKF Jordan team approach enables operating as integrated cells exposed to diverse industries. Words like creativity, innovation and flexibility generate great success within the firm's services and culture, where PKF Jordan promise of quality, accuracy, speed, and value remain applicable in all deliverables. Relying on PKF Jordan beliefs makes its caliber professional. And experiencing PKF Jordan services makes clients distinguishable.

PKF Jordan services are designed to look after the best interest of the clients and protect their wealth. Our advisors thoroughly investigate the organization's business cycle to innovate the most rewarding solutions.

Our Vision:

To be number one preference for companies in their selection of professional advisors.

Our Mission:

To assist our valuable clients upgrade their business performance and efficiency and help them gain competitive advantage for their business to succeed and excel.

PKF Network Worldwide

Over 60 years of experience

21,000 people

440 offices

125 countries

US\$ 2.6 billion turnover

Top 10 assurance & advisory firm worldwide

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About Us

PKF Jordan delivers a full spectrum of services:

Assurance and Advisory

- Statutory audit
- Accounting services
- Non-statutory audit
- Sarbanes Oxley assurance
- Compilation of financial statements
- International accounting standards
- Assurance engagement
- Internal audit
- Business risk services

Tax Consulting

- Tax Planning and Tax Manual
- Income Tax
- Sales Tax
- Withholding Tax
- Employee's Tax

Corporate Finance

- Privatization and Build - Operate - Transfer (BOT) services
- Private placement memorandum
- Business plans
- Finding and securing finance from the most appropriate sources (such as private equity firms)
- Business valuations
- Preparation of financial projections and financial cash flow forecasts
- Investment agent
- Provide ongoing advice and support with flotation, mergers and acquisitions, management buy-outs / buy-ins and disposals
- Due diligence
- Advice on reorganizing and restructuring existing businesses, commercial and tax considerations and fundraising options
- Feasibility studies

Forensic Accounting

- Appraisal of financial losses resulting from fraud
- Appraisal of damage resulting from prejudicial acts
- Preparation of expert opinions and second opinions
- Assisting solicitors in the financial aspects of cases
- Intervention as arbitrators or mediators in dispute resolution

Umbrella Service

Financial Planning

- Retirement planning
- Savings and investments
- Medical and life insurance
- Business assurance
- Property purchase

IT Consultancy

- Business process design
- Disaster recovery planning
- Managing Information Technology (IT) expenditure - budgeting and control
- Project management of business requirements
- Packaged software / Enterprise Resources Planning (ERP) selection and implementation
- Information Technology (IT) security and crisis planning
- Risk analysis and management
- Information Technology (IT) policies and procedures

Management Consultancy

- Strategic planning to achieve a sustainable competitive advantage
- Risk - measurement strategies, risk management plans and crisis handling
- Institutional assessment and upgrading plans
- Reviewing business processes for efficiency, control and effectiveness
- Organizational restructuring
- Competency-based human resources management and development
- Performance scorecards and indicators
- Marketing and market communication plans
- Market studies, research and surveys
- Customer satisfaction programs development
- Financial policies and procedures including procurement, accounting, and budgeting
- Corporate governance manuals
- Costing systems
- Internal audit manuals
- Operations manuals
- Quality management services
- Monitoring, evaluation, and impact assessment studies