



Accounting • Audit • Legal • Recruitment  
Marketing • IT Solutions • Trainings





## Business Administration Services in Russia

**Awara is a leading business administration services provider on the Russian market, serving international and local organizations and individual entrepreneurs.**

We offer a comprehensive range of consulting and outsourcing services in the field of accounting, tax compliance, audit, legal support, IT solutions, market research, headhunting and recruitment, and corporate trainings.

We take a very pragmatic approach to our work, therefore we don't only consult, we actually offer to implement our advice by the work of our practical specialists and by means of a variety of very strong outsourcing services.

At Awara we combine all our fields of expertise in an integrated act of professional services to meet our clients' specific needs. As a result we deliver truly comprehensive and cost-efficient solutions that increase the competitive advantage, enable profitable growth, and enhance shareholder value. Our efficient and accurate solutions derive from our international background and superior knowledge of local practices.

### Key facts about Awara



Awara offers outsourcing services since 1998 and aims at a long-term cooperation. We focus on keeping quality at the highest level.



We serve our clients all over Russia from offices in Moscow, Saint Petersburg, and Tver, as well as a customer support office in Helsinki, Finland.



Our team includes over 150 professionals who specialise in finance, law, accounting, tax, audit, management, HR, market research, and IT.



## Accounting, Payroll, and Tax Compliance

Awara offers a full range of bookkeeping and financial administration support in Russia. Outsourcing your accounting results in improved cost-efficiency and higher profits. You can outsource either full or part of financial administration to be handled by our team of experienced accountants and financial experts.

With our professional services help your business overcome cross-cultural challenges in all bookkeeping and taxation matters and ensure full compliance with Russian statutory financial and tax accounting rules and requirements.

- **full-service accounting outsourcing**
- **preparation of tax statements and tax consulting**
- **payroll outsourcing**
- **HR administration**
- **management and group reporting (IFRS, US GAAP)**
- **interim CFO and Chief Accountant**
- **restoration of accounting**
- **transfer pricing services**
- **IT-solutions for accounting**

### Why choose Awara



We charge no fees for the transfer process while you're switching from in-house accounting or the current provider to our service.



We provide each client with a single point of contact – your Personal Manager will ensure all your requests and matters are attended to.



Our outsourcing offer is one of the best in terms of quality-price ratio. Cut your costs and fix the fees in rubles to avoid any currency exchange risks.





## Audit of Financial Statements

Awara provides audit and assurance services for your business. We have experience with serving various types of clients, such as subsidiaries of multinational corporations, medium sized businesses, private equity investors, and Russian investors aspiring to international standards. Our clients come from various industries such as manufacturing, retail, agriculture, FMCG, finance, and investments.

Our goal is not just to prepare an audit report in accordance with Russian or international standards, but also to provide a report on tax risks, conduct a legal review of key documents, help our clients improve internal control, and ensure the transparency of financial statements.

- **financial statement audit / financial audit**
- **tax audit**
- **Russian statutory audit (RAS)**
- **IFRS audit / US GAAP audit**
- **audit of HR documentation**
- **IT audit**
- **internal controls audit**
- **express and spot audit**
- **tax consulting services**

### Why choose Awara



The quality of auditing services provided by Awara is comparable to the level of the Big 4 consulting firms, and is much more affordable.



The results of the latest external quality assurance of our company has shown the highest rating of audit quality ("1").



Our services include a preparation of an additional report for management, which provides a clean and concise overview of your business and save your precious time.



## Legal Services

Awara offers legal services that cover most possible matters that companies may face while doing business in Russia. Our team works in close collaboration with Awara Accounting experts, thus ensuring a competitive advantage in tax law. And in view of our emphasis on delivering practical solutions and implementing our advice, we are especially strong in all kinds of compliance services. We state that the function of a lawyer is not to “tell what the law says,” but to deliver winning arguments and real solutions.

- **company set-up and registration**
- **tax compliance**
- **transfer pricing consulting**
- **drafting and introduction of necessary amendments to all types of company documentation**
- **tax filings and individual tax returns**
- **anti-trust (anti-monopoly) filings**
- **restructuring and insolvency**
- **court representation**
- **labor law consulting**
- **work permits & visa assistance**
- **protection of intellectual property**

### Why choose Awara



Our Russian and international practice includes assisting clients from a variety of industries and business spheres.



Flexibility and planning enable making the best use of our specialists' working time which results in better service and price.



We make sure our clients understand what they pay for and explain any procedure and legal requirement in a clear and simple language.



## Executive Search and Recruitment

We specialize in executive search and recruitment of top managers, middle managers and specialists. In short, we find the best people for the best companies. For each assignment you will be served by our specialized team of recruiters and headhunters focusing on your specific industry. We carry out reference and personality checks to make sure that our customers get the best possible match.

We work on success fee basis at the rate of 19%, and charge no retainers. This means that our clients pay us the recruitment fee when they decide to hire one of our candidates. If no candidate is hired, no fee is paid.

- **executive search of top management, middle management and specialists**
- **search and selection**
- **outstaffing / staffing**
- **tailor-made salary surveys**
- **evaluation and assessment**
- **board and management selection**
- **background checks**
- **employment, labor and immigration consulting**

### Why choose Awara



Our clients pay us a recruitment fee when they decide to hire one of our candidates. If no candidate is hired, no fee is paid.



If the selected candidate does not live up to your expectations, don't worry: we will find a suitable replacement for free.



In Awara we have qualified specialists whose knowledge and experience cover all candidate specializations and areas of business.





## Other Services

### Interim Management

Our service includes the provision of nominal General Director for a Russian firm. To note, in Russia a management company can act as a general manager, something that Awara has a solid experience in. The functions of an interim General Director include exercising the executive officer's rights and obligations in accordance with Russian law. All actions related to the fulfillment of the function of General Director are performed with your consent only.

### Corporate Trainings and Seminars

Awara organizes corporate trainings and open seminars for international and local companies in Russia. We understand that every business and organization is different and prepackaged training programs don't work for everyone. Our client-focused approach allows us to design training programs that are customized to deliver the results you need.

### Market Research

Whether you are planning your market entry, expansion, or would like to learn more about a particular market and competitors, Awara can assist you with a range of comprehensive market research services in Russia. Our role is to help our clients to maximize their profitability by applying the correct business strategies in the environment where they operate. We do this by conducting thorough market research of all essential aspects.

### IT Services

We implement ERP-systems based on 1C software and develop corporate websites that become an essential tool in the successful development of your business. We guarantee the reliability and flexibility of our solutions, designed for a variety of professional fields and industries.



+ 7 495 225 30 38

+ 7 812 244 75 49

+ 7 4822 63 00 62

[info@awara-russia.com](mailto:info@awara-russia.com)

[www.awaragroup.com](http://www.awaragroup.com)



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