



JOB DESCRIPTION

Company:	VAS Global Services		
Designation:	Accounting Supervisor / Accountant	Role:	Branch Accountant
Function/ Department:	Operations	Level:	
Sub-Unit:	Operations	Reporting to (position):	Finance Manager
Geographical location of the role	<i>Varies depending on the given region</i>	Date Approved:	
		Version:	V 1.0
Approved by (HOD)	Head - Operations	Final Approval:	Head - Human Resources

Job Purpose:

As a Branch Accountant, you will manage the financial transactions of the branch, ensuring accuracy and compliance with company policies, regulations and accounting standards. You will support decision-making by providing insightful financial analysis and reports as well as monitor budgets.

Roles and Responsibilities

Areas of Responsibility and Brief Description	Responsibility Level
1. Financial Accuracy and Compliance <ul style="list-style-type: none"> - Ensure precise financial records, zero reconciliation errors and adhere to accounting standards 	Full
2. Refund Processing and Financial Operations <ul style="list-style-type: none"> - Ensure timely refund processing and other financial transactions to maintain service efficiency 	Full
3. Audit Readiness and Reporting <ul style="list-style-type: none"> - Ensure all financial records are audit-ready and provide clear reporting on financial health - Provide daily financial reports to the Visa Center Manager - Liaise and work with the Centralized Financial Team 	Full
4. Process Improvement and Risk Mitigation <ul style="list-style-type: none"> - Identify and implement enhancements to accounting workflows to improve accuracy and efficiency 	Full

Indicative KRA's / Budgetary and Revenue Responsibilities

- Support the achievement of monthly revenue and cash collection targets for the Visa Application Centre by ensuring accurate billing, collection, and reconciliation of visa fees and Value-Added Services (VAS).
- Monitor daily and weekly cash collections, system revenues, POS settlements, and bank deposits, and report any variances or discrepancies to the Finance Manager.
- Support the updating and maintenance of the Revenue, Cash Reconciliation, and VAS Tracking Sheets on a daily, weekly, and monthly basis to enable accurate financial reporting and audit readiness.
- Assist in ensuring correct pricing, fee collection, and service charge application at the counters by coordinating with operations and correcting any billing or posting errors.
- Support the calculation, validation, and posting of monthly incentives, commissions, and VAS-related payouts based on actual performance data.
- Support the preparation, verification, and processing of monthly payroll, including attendance, overtime, allowances, deductions, and incentive inputs, ensuring compliance with Company policy and labour law.



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7. Monitor revenue per FTE, transaction volumes, and payroll-to-revenue ratios to ensure optimal financial productivity and cost efficiency.
8. Track and control refunds, waivers, and revenue adjustments, ensuring they are properly authorised, documented, and recorded.
9. Support the preparation and submission of daily, weekly, and monthly financial, revenue, and payroll reports to management and embassies.
10. Assist in ensuring cost control and budget adherence by monitoring staff costs, vendor payments, and operational expenses.
11. Support internal, Embassy, and statutory audits, including financial, payroll, and VAT audits, by maintaining complete records, reconciliations, and compliance documentation.

Key Interactions within and outside of VAS Services

External

1. Vendor
2. Missions
3. Tourism Department

Internal

1. Departments within VAS Services

Qualification & Experience Requirement

(Education, Experience, specific knowledge, Skills understanding, Attitude)

Education	<ul style="list-style-type: none"> • Minimum: A degree in Accounting, Finance, or a related field is required • CPA/CMA certification preferred 	
Experience:	<ul style="list-style-type: none"> • 4-5 years in accounts, finance, or audit • Solid background in managing accounting processes • Ability to develop financial projections and support decision making • Experience in working across departments • Analytical and problem-solving skills • Proficient with MS and other accounting tools 	
Knowledge & Key Skills:	<ul style="list-style-type: none"> • Cash & revenue reconciliation • Payroll processing & incentive calculations • VAT & statutory compliance • Audit readiness & financial controls • Analytical and problem-solving skills • Proficient with MS and other accounting tools 	
Competencies/ Personal Attributes:	Behavioural Competencies	Functional Competencies
	<ol style="list-style-type: none"> 1. Entrepreneurship 2. Quality & Service Orientation 3. Teamwork & Collaboration 4. Diversity Sensitivity 5. Personal and Professional Development 6. Delivering Results 7. Communication 	<ol style="list-style-type: none"> 1. Data Analytics 2. Audit & Compliance 3. Cash Management 4. Cost and Budget Control



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Additional Requirements

- Ability to read, write and speak fluently in local language
- Ability to read, write and speak fluently in English Experience of working in a culturally diverse environment
- Experience in BPO industry or Visa domain would be helpful

Nationality

Any

Employee Signature:***Date:******Line Manager Signature:******Date:***