



Join a high-performing group with a purpose: to grow a safer, cleaner, healthier future for everyone, every day.

We are hiring for **Executive – Accounts** in **Halma**

Location	Business Unit	Report to
Bengaluru	Halma Core	Lead – Finance & Accounts

About us

Halma is a global group of life-saving technologies companies, driven by a clear purpose. We are an FTSE 100 company with headquarters in the UK and operations in 23 countries, including regional hubs in India, China, Brazil, and the US

Our diverse group of nearly 50 global companies specialise in market leading technologies that push the boundaries of science and technology.

For over 50 years, the combination of our purpose, strategy, people, DNA and sustainable business model has resulted in **record long-term growth in revenues and profits and an increase in dividend by ≥ 5% every year**– an achievement unrivalled by any company listed on the London Stock Exchange.

Halma India fulfils the potential of the region by harnessing the diverse talents, expertise, infrastructure, and operational

We have a team of over 250 professionals representing commercial, digital and support functions across our seven offices in India, two in Bengaluru and one each in Delhi, Mumbai, Thanjavur, Vadodara, and Ahmedabad.

Halma India is a Great Place to Work® certified organisation, recognised for 3 consecutive years.

Here's why working with us is fulfilling:

We offer a safe and respectful workplace, where everyone can be who they 'REALLY' are, feel free to bring their whole selves to work and use their unique talents, knowledge, expertise, experiences, & backgrounds to create meaningful outcomes.

We nurture entrepreneurial spirits and empower them to think beyond the possibilities, to discover, shape and build their own unique stories. Our diverse businesses and operations provide fulfilling opportunities to grow as individuals and make an impact.

We are simple, humble and approachable, and we believe in leadership at all levels to bring our purpose to life. Everyone at Halma India makes an impact, and so do you when you join us!

Halma India is an equal opportunity employer, which means the base of our recruitment decisions is always on skills, competencies, attitudes, and values. We are committed to hiring from diverse backgrounds without regard to age, ethnicity, religion, marital status, disability status, sex, gender identity, or sexual orientation.





Detailed job description

<p>Position Objective (The purpose of role in current business/market scenario)</p>	<p>The Accounts Executive will ensure the financial records of Halma specially on AR and Inventory are maintained accurately in conformance to the accounting policies, internal controls and the statutory requirements and thereby minimizing financial risk the organization is exposed to. He / She will also be responsible to prepare and provide various reports and analysis.</p>
<p>Responsibilities (KRAs / deliverables / job expectations)</p>	<p>Invoicing & Accounts receivable</p> <ul style="list-style-type: none"> • Generate and dispatch customer invoices accurately and promptly based on agreed timelines along with applicable invoice and away bills. • Account for the customer receipt entries in ERP after verification of the bank statements / cheques received, etc • Prepare, review, and maintain the debtors ageing report; reconcile receipts and invoices promptly. • Follow up with customers on outstanding payments and coordinate with Opco representatives to minimize overdue receivables. <p>Inventory accounting and records maintenance</p> <ul style="list-style-type: none"> • Complete the physical inventory verification on periodic intervals and reconcile with ERP records. • Account for write off entries and update tracker • Compute and account for Inventory obsolescence and debtors provisions as per the accounting standards and company policies <p>Audit & Book Close</p> <ul style="list-style-type: none"> • Provide required information and supporting documents to auditors and support for the timely conclusion of audits. • Generate reports and complete reconciliations • Assist in smooth periodic reconciliation and book closure within the defined time <p>Other activities</p> <ul style="list-style-type: none"> • Prepare Bank Reconciliation Statements (BRS) and maintain up-to-date bank entries. • Prepare various ad-hoc reports and update Trackers on daily basis • Generate specified reports on daily, weekly, and monthly basis as required • Assisting in SVB documents submission, tracking, and filing the documents and records • Act as a back up for other activities related to other finance function as and when required <p>Process Improvement Initiatives</p> <ul style="list-style-type: none"> • Participate actively in process improvement initiatives • Contribute to the implementation and improvement of ERP systems and other automation tools

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<p>Critical Success factors (critical / high impact aspects of role)</p>	<ul style="list-style-type: none"> • Knowledge of accounting principles, accounting standards, direct and indirect taxes • Knowledge of Inventory accounting, Customs duty, Imports and Exports • Ability to pay attention to the details • Ability to be organized and meet deadlines • Communicating effectively with internal & external stakeholders • Flexible and collaborative approach to achieve team's goals
<p>Academic qualification</p>	<ul style="list-style-type: none"> • B.com / M.com with 1-2 years of experience in Accounts and with good knowledge of accounting concepts
<p>Experience (exposure)</p>	<ul style="list-style-type: none"> • 1-2years of experience in corporate accounting and taxation • Experience in ERP Accounting software, preferable
<p>Competencies (fundamental skills and attitudes)</p>	<ul style="list-style-type: none"> • Good verbal & written communication skills. • Possess good knowledge on MS Office, (MS excel in particular) • Ability to adapt to the growing organization needs • Focused on quality of work • Ability to handle confidential information • Adheres to ethical standards

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