Halma
safer • cleaner • healthier

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 India**

Location	Business Unit	Report to
Bengaluru	India Hub	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, 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.

Great Place To Work. Certified DEC 2025-DEC 2026 INDIA

BRITAIN'S MOST ADMIRED COMPANIES 2025 SECTOR WINNER ENGINEERING & MACHINERY

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Detailed job description

Position Objective (The purpose of role in current business/market scenario)	The Accounts Executive will be responsible for handling vendor invoice accounting, vendor payments, fixed asset accounting, statutory compliance, and related accounting activities in line with accounting policies, internal controls and statutory requirements. He / She will also support reconciliations, reporting, and month-end activities to ensure financial accuracy, compliance, and effective financial controls.
Responsibilities (KRAs / deliverables / job expectations)	Vendor Accounting & Payment Management • Process PO and Non-PO vendor invoices by performing 3-way matching (where applicable), validating supporting documents, approvals, and accurate accounting entries. • Prepare and account for monthly provisions to ensure accurate expense recognition and timely reversal in subsequent periods. • Monitor invoice ageing and payment schedules to ensure timely settlement and resolve invoice or payment related discrepancies with internal stakeholders. • Process vendor payments, advance payments and account bank payment entries, ensuring compliance with approval workflows and internal controls. • Coordinate vendor onboarding and vendor master updates, maintain the Vendor MS Form Tracker, and share payment confirmations with stakeholders. Tax & Statutory Compliance • Verify TDS applicability and ensure accurate deduction and accounting. • Validate vendor GST details and statutory compliance before invoice processing, ensuring accurate GST accounting and Input Tax Credit (ITC) validation, and support for e-Way Bill activities, as required. • Monitor MSME vendor payments to ensure compliance with applicable regulations, maintain MSME ageing reports, and support statutory disclosures. Fixed asset accounting • Maintain the Fixed Asset Register (FAR), ensuring completeness, accuracy, and reconciliation. • Account for fixed asset transactions including capitalization, transfers, disposals, write-offs, and depreciation in accordance with company policy and applicable accounting standards. • Generate and validate e-Invoices and e-Way Bills for applicable fixed asset ensuring compliance with statutory requirements. Reconciliations, Reporting & Controls • Perform vendor, GST, and TDS reconciliations, resolve outstanding items, and support statutory reporting requirements. • Prepare TAT (Turnaround Time) reports and maintain trackers for invoices, payments, advances, fixed assets, statutory compliance, and reconciliations to monitor process efficiency.

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	• Prepare and monitor ageing reports for Sundry Creditors and Provisions, ensuring timely review and resolution of outstanding balances. Other Activities • Assist in month end and year end book closure activities. • Manage IDPMS closure by submitting the required import documents to banks, tracking pending cases, and ensuring timely compliance. • Support audit requirements by providing necessary data, documentation, and maintaining proper audit trails. • Support ad-hoc reporting and analysis as required and act as a backup for other Finance activities. Process Improvement Initiatives • Participate actively in process improvement initiatives. • Support automation initiatives and ERP improvements. Ensure continuous improvement in turnaround time and accuracy.
Academic Qualifications	• B.com / M.com with 3-4 years of experience in Accounts and with good knowledge of accounting concepts. • CA Articleship experience is preferable.
Critical Success factors (critical / high impact aspects of role)	• Strong understanding of accounting principles and Accounts Payable processes to ensure accurate transaction processing and financial reporting. • High attention to detail and accuracy to identify errors in claims, invoices, and reconciliations, ensuring financial records remain accurate and reliable • Ability to manage multiple tasks and meet timelines to ensure timely completion of reimbursements, payments, and reconciliations. • Proactive approach, ownership mindset and process driven to ensure adherence to company policies, approval workflows, and internal controls. Effective communication and stakeholder coordination to collaborate with stakeholders and customers.
Experience (exposure)	• 2-3 years of experience in corporate vendor accounting and fixed asset management. • Experience in ERP systems.
Key attributes (critical functional competencies)	• Possess good knowledge on MS Office, (MS excel in particular) • Experienced in Accounts payable processes. • Working knowledge of TDS & GST compliance and Input Tax Credit (ITC) validation. • Knowledge of accounting principles, accounting standards, direct and indirect taxes.
Competencies (fundamental skills and attitudes)	• Good verbal & written communication skills. • 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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