



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

We are hiring for **Accounts Payable Automation Analyst** in **Halma company**
TeDan Surgical Innovations

Location	Business Unit	Report to
Bengaluru	Healthcare	Accounting Manager / Controller

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>About Halma company TeDan Surgical Innovations</p>	<p>Our purpose is ensuring safe and efficient valve operations protecting people, planet and profit. TeDan Surgical Innovations, Inc. (TSI) is a global leader in surgical access systems with a specialty focus in spine, neuro, orthopedic and cardiothoracic surgery. For over ten years, TSI has been at the forefront of innovation in surgical access and instrumentation recognised by global industry leaders, teaching institutions and clinician thought leaders around the world. Its company founders, with a combined market experience of over 75 years, have driven numerous successful initiatives resulting in profitable business.</p> <p>TSI is part of Halma PLC, a specialist market leader in safety, health and environmental technologies. Listed on the FTSE 100 in London, Halma has annual sales in excess of £1.6 billion per annum and employs approx. 6,300 employees across 50 companies in more than 20 countries worldwide. Halma’s purpose is growing a safer, cleaner and healthier future for everyone every day. Find out more about us at www.halma.com and www.tedansurgical.com</p>
<p>Position Objective (The purpose of role in current business/market scenario)</p>	<p>TSI is looking to transitioning from a largely manual Accounts Payable process to an automated invoice processing model using SAP Invoice Management, integrated via API with QuickBooks and Infor. This role will serve as the primary exception handler and system support analyst for AP transactions that cannot be resolved automatically.</p> <p>The Accounts Payable Automation Analyst will review, correct, and resolve invoice, PO, and receipt discrepancies; manage approval workflows; and ensure accurate and timely posting of AP transactions. This role is critical to maintaining automation efficiency, data accuracy, and strong internal controls.</p> <p>This position is not traditional data-entry AP. It is focused on review, validation, problem-solving, and coordination across Accounting, Purchasing, Receiving, and Operations.</p>
<p>Responsibilities (KRAs / deliverables / job expectations)</p>	<p>Automated Invoice Processing & Exception Handling:</p> <ul style="list-style-type: none"> • Monitor SAP Invoice processing queues for exceptions and errors • Review invoices, purchase orders, and packing slips that fail automated three-way match • Identify root causes of mismatches (price, quantity, tax, vendor data, receipt issues) • Correct data issues or route exceptions to appropriate teams for resolution • Reprocess corrected invoices through the system <p>Workflow & Approvals Support:</p> <ul style="list-style-type: none"> • Ensure invoices are routed to correct approvers based on system rules

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- Follow up on stalled or delayed approvals
- Respond to automated system notifications and alerts
- Escalate unresolved issues to the Accounting Manager as needed

ERP & Systems Coordination:

- Work with data flowing between SAP Invoice, QuickBooks, and Infor
- Validate that postings are accurate and complete in the ERP systems
- Support month-end close activities related to AP
- Assist in identifying recurring system or vendor issues impacting automation

Vendor & Internal Coordination:

- Communicate with internal teams (Purchasing, Receiving, Operations) to resolve discrepancies
- Support vendor inquiries related to invoice status or payment delays
- Help ensure vendor master data accuracy (as assigned)

Process Improvement & Documentation:

- Track recurring exception types and suggest process or rule improvements
- Assist with documentation of AP workflows and standard operating procedures
- Support continuous improvement of automated AP processes

Academic qualification	<ul style="list-style-type: none"> • Bachelor's degree / Master's degree in accounting, Finance, Business, or related field
Experience (exposure)	<ul style="list-style-type: none"> • 2-4 years of experience in Accounts Payable or Accounting Operations • Experience working with ERP systems (QuickBooks, Infor, SAP, or similar) • Strong understanding of three-way matching (PO, invoice, receipt) • Comfortable working with automated systems and exception-based workflows
Key attributes (critical functional competencies)	<ul style="list-style-type: none"> • Self-driven and proactive • Strong attention to detail and problem-solving skills • Learning mindset & Collaborative skills • Ability to communicate clearly with cross-functional teams • Proficiency in Excel and basic data analysis

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