



# 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 | 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 specialize in market leading technologies that push the boundaries of science and technology.

For the last 42 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  $\geq 5\%$  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 resources.

We have a team of over 200 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.

## Why join us?

**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, and 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. We promote and support non-linear career growth for the right talent.

**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

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| <p><b>Position Objective</b><br/><b>(The purpose of role in current business/market scenario)</b></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><b>Responsibilities</b><br/><b>(KRAs / deliverables / job expectations)</b></p>                    | <p><b>Invoicing &amp; Accounts receivable</b></p> <ul style="list-style-type: none"> <li>• Ensure customer invoices are accurately and promptly generated and shared as per agreed timelines along with applicable invoices and away bills.</li> <li>• Post the customer receipt entries in ERP after verification of the bank statements / cheques received, etc</li> <li>• Manage and track credit limits of customers in ERP, based on credit policy and PDCs received</li> <li>• Manage credit assessment reports and trackers</li> <li>• Prepare, review, and maintain the debtors ageing report; setoff receipts and invoices promptly.</li> <li>• Review debtors report and follow up for the outstanding payments</li> <li>• Liaise with Opco representatives to minimise the overdue receivables</li> <li>• Ensure completeness of contracts with distributors</li> </ul> <p><b>Inventory accounting and records maintenance</b></p> <ul style="list-style-type: none"> <li>• Ensure Inventory records are maintained accurately and are up to date.</li> <li>• Complete the physical inventory verification on periodic intervals and reconcile the physical inventory with books.</li> <li>• Account for Inventory obsolescence provision as per the accounting standards and Halma accounting policies</li> </ul> <p><b>Product pricing calculations and SVB documentation</b></p> <ul style="list-style-type: none"> <li>• Compute the products pricing based on cost plus markup</li> <li>• Managing SVB documents submission, tracking, and filing the documents and records</li> </ul> <p><b>MIS &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare various reports required on daily, weekly and monthly basis</li> <li>• Analyse the reports and make the necessary book entries</li> <li>• Calculations of COGS, sales price, Margins, etc</li> </ul> <p><b>Audit &amp; Book Close</b></p> <ul style="list-style-type: none"> <li>• Provide information required by auditors and support for the timely conclusion of statutory audit, Transfer pricing and internal audit</li> <li>• Calculate and post the closing entries, conduct ledger scrutiny for monthly books closure as per the close schedule of the company.</li> <li>• Generate reports and reconciliation for monthly closure and as required by auditors.</li> </ul> <p><b>Other activities</b></p> |

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|  | <ul style="list-style-type: none"> <li>• Act as a backup for other activities like preparation of BRS, other finance function, accounting for Import of goods, as and when required</li> <li>• Preparation of various reports and reconciliations based on adhoc requirements from various Stakeholders.</li> <li>• Occasional travel may be required for business needs, such as visits to the Halma warehouse for quarterly stock audits.</li> </ul> <p><b>Process Improvement Initiatives</b></p> <ul style="list-style-type: none"> <li>• Initiate and implement process improvements and risk management initiatives</li> <li>• Actively participate in implementation and improvement of ERP and other automation tools</li> </ul> |
| <b>Academic Qualifications</b>   | <ul style="list-style-type: none"> <li>• CA Inter / CMA Inter / ACCA with 4-5 years of experience in Finance &amp; Accounts (including article ship / Internship)</li> <li>• B.com / M. Com with very good knowledge of accounting concepts and 5-6 years of experience in Finance &amp; Accounts</li> <li>• Experience from Manufacturing or Trading companies, preferable</li> </ul>   |
| <b>Experience (exposure)</b>   | <ul style="list-style-type: none"> <li>• Overall accounting experience of 4-6 years, preferably in a manufacturing or Trading setup</li> <li>• Minimum 2 years of experience in corporate accounting and indirect taxation</li> <li>• Minimum 1 years of experience in AR Process, Inventory management and Reporting</li> <li>• Minimum 1 years of experience in ERP accounting</li> </ul>  |
| <b>Critical Success factors<br/>(critical / high impact aspects of role)</b> | <ul style="list-style-type: none"> <li>• Knowledge of accounting principles, accounting standards, direct and indirect taxes</li> <li>• Ability to pay attention to the details</li> <li>• Ability to be organized and meet deadlines</li> <li>• Communicating effectively with internal &amp; external stakeholders</li> <li>• Improving quality and efficiency of operations with improved customer satisfaction</li> </ul>  |
| <b>Competencies<br/>(fundamental skills and attitudes)</b>                   | <ul style="list-style-type: none"> <li>• Good verbal &amp; written communication skills.</li> <li>• Possess good knowledge on MS Office, (MS excel in particular)</li> <li>• Ability to adapt to the growing organization needs</li> <li>• Focused on quality of work</li> <li>• Ability to handle confidential information</li> <li>• Adheres to ethical standards</li> </ul>   |