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**

| 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.*

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

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| **Position Objective (The purpose of role in current business/market scenario)** | The Accounts Executive will be responsible for handling employee reimbursements, credit card operations, vendor invoice accounting, and payment processing in line with accounting policies, internal controls, and statutory requirements. He / She will also support reconciliations, reporting, and analysis to ensure financial accuracy and risk minimization. |
| **Responsibilities (KRAs / deliverables / job expectations)** | Employee Claims & Expense Management<br>• Verify employee reimbursement claims through SAP Concur with supporting documents, ensure compliance with company policies, and flag deviations wherever identified.<br>• Process accounting entries and prepare payment batches for employee reimbursements.<br>• Handle end to end employee credit card operations, including transaction validation, accounting, periodic reconciliations, and timely follow-up on pending submissions and clarifications<br>• Track and reconcile forex expenses submitted by employees and ensure accurate accounting.<br>• Create and monitor employee expense provisions and ensure timely reversal/adjustments.<br>• Ensure timely closure of employee claims within defined TAT and retain supporting documentation.<br>• Verify GST compliance in employee reimbursement claims and account for eligible Input Tax Credit (ITC).<br><br>Invoice Processing & Accounting<br>• Process and account vendor invoices including fixed asset invoices with adequate validation and approvals.<br>• Account for forex purchases and encashment transactions.<br>• Prepare and post provisions and ensure accurate expense recognition as per accounting requirements.<br><br>Payments & Disbursement Management<br>• Process vendor payments and employee reimbursements in a timely manner.<br>• Prepare and account bank payment entries.<br>• Handle end to end payment cycles including verification, approvals, and control checks.<br><br>Reconciliations, Reporting & Controls<br>• Perform Loans & Advances (L&A) reconciliation, including ageing and balance validation, and ensure timely reporting.<br>• Conduct periodic reconciliations to ensure accuracy and completeness of financial records.<br>• Prepare TAT (Turnaround Time) reports, maintain trackers for invoices, payments, advances, and reconciliations, and monitor process efficiency.<br><br>Other Activities<br>• Assist in month end and year end book closure activities. |

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| | • Support audit requirements by providing necessary data, documentation, and maintaining proper audit trails.<br>• Support ad-hoc reporting and analysis as required.<br>• Act as a backup for other activities related to other finance function.<br><br>Process Improvement Initiatives<br>• Participate actively in process improvement initiatives.<br>• Support automation initiatives and ERP improvements.<br>• Ensure continuous improvement in turnaround time and accuracy. |
| **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.<br>• High attention to detail and accuracy to identify errors in claims, invoices, and reconciliations, ensuring financial records remain accurate and reliable<br>• Ability to manage multiple tasks and meet timelines to ensure timely completion of reimbursements, payments, and reconciliations.<br>• Proactive approach, ownership mindset and process driven to ensure adherence to company policies, approval workflows, and internal controls.<br>• Effective communication and stakeholder coordination to collaborate with stakeholders and customers. |
| **Academic qualification** | • B.com / M.com / Pursuing CA or CMA with 2-3 years of experience in Accounts and with good knowledge of accounting concepts. |
| **Experience (exposure)** | • 3-4 years of experience in corporate accounting & Employee reimbursement.<br>• Experience in ERP systems and expense management tools (SAP Concur preferred) |
| **Functional Competencies** | • Possess good knowledge on MS Office, (MS excel in particular)<br>• Experienced in Accounts payable processes and expense accounting.<br>• Working knowledge of GST compliance and Input Tax Credit (ITC) validation<br>Knowledge of accounting principles, accounting standards, direct and indirect taxes |
| **Competencies (fundamental skills and attitudes)** | • Good verbal & written communication skills.<br>• Ability to adapt to the growing organization needs<br>• Focused on quality of work<br>• Ability to handle confidential information<br>Adheres to ethical standards |

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