



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

We are hiring for **Executive- Account Payable** in **Halma company CenTrak**

Location	Business Unit	Report to
Bengaluru	Healthcare	Assistant 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 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.

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!





Detailed job description

<p>About Halma company Centrak</p>	<p>Centrak brings high quality, reliable and affordable real-time location technology to healthcare. Company helps healthcare facilities create a safe and efficient healthcare environment through the deployment of the industry’s leading real-time location system (RTLS). More than a hospital tracking system – Centrak provide actionable location and environmental condition data across the entire healthcare enterprise.</p> <p>The company's head office is in Pennsylvania, USA, with a regional office in Belgium.</p> <p>URL: https://centrak.com/</p>
<p>Position Objective (The purpose of role in current business/market scenario)</p>	<p>The Executive - Account payable will be responsible for general accounting principles and procedures to join our growing team. The candidate will work directly with the Controller and Chief Financial Officer to support the daily accounting and finance operations of our quickly growing healthcare technology company.</p>
<p>Responsibilities (KRAs / deliverables / job expectations)</p>	<ul style="list-style-type: none"> • Assist the Controller with the day-to-day, monthly, and year-end operations of the Accounting Department. • Prepare complete, accurate, and timely financial statements and reports for management staff. • Assist in reconciling ledgers, reports, and accounting records. • Review and process payments of approved vendor invoices and employee expense reports. • Prepare and record journal entries. • Manage full-cycle accounts payable process, including invoice intake, coding, approval workflows, and timely payment processing. • Review and process vendor invoices and employee expense reports in accordance with company policies and approval controls. • Assist the Controller as needed, working on special projects as management requests. • Maintain and reconcile AP subledger to general ledger, investigating and resolving discrepancies. • Support month-end and year-end close by preparing accruals and AP-related journal entries. • Assist with audit requests and SOX compliance, ensuring proper documentation and controls.
<p>Critical Success factors (critical / high impact aspects of role)</p>	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite, especially Excel. • Ability to work independently at a fast pace and produce quality work. • Ability to perform work accurately and thoroughly with high attention to detail. • Ability to be organized and follow a systematic method of performing a task. • Knowledge of generally accepted accounting principles and procedures and their application to a variety of accounting transactions and problems.

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<p>Academic qualification</p>	<ul style="list-style-type: none"> • Bachelor’s degree in accounting or business administration, preferred or equivalent experience.
<p>Experience (exposure)</p>	<ul style="list-style-type: none"> • 5 years of Accounting or AP experience.
<p>Key attributes (critical functional competencies)</p>	<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles and procedures and their application to a variety of accounting transactions and problems.
<p>Competencies (fundamental skills and attitudes)</p>	<ul style="list-style-type: none"> • Strong analytical skills and the ability to evaluate and solve problems with minimum assistance. • Excellent organizational and time management skills in order to maintain accurate records and meet deadlines. • Must demonstrate an ability to maintain a high standard of confidentiality and honesty.

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