



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

We are hiring for **Senior Executive - Accounts** in **Halma**

| Location  | Business Unit | Report to                 |
|-----------|---------------|---------------------------|
| Bangalore | 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.*



## Detailed job description

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| <b>Position Objective</b><br><b>(The purpose of role in current business/market scenario)</b> | <p>The Senior 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Responsibilities (KRAs / deliverables / job expectations)</b>                              | <p><b>Invoicing &amp; Accounts receivable</b></p> <ul style="list-style-type: none"> <li>• Ensure timely and accurate posting of customer receipts, invoices and credit notes in the ERP system.</li> <li>• Manage and monitor customer credit limits in ERP in according with the credit policy.</li> <li>• Maintain customer credit assessment reports and related trackers.</li> <li>• Ensure export invoices are generated accurately and all applicable documents, including e-Invoices and e-Way Bills are prepared and issued on time.</li> <li>• Ensure accurate preparation of recharge calculations and timely submission of OPCO invoices.</li> <li>• Prepare and review Accounts Receivable ageing reports, proactively monitor overdue receivables and ensure timely closure of outstanding reconciling items</li> <li>• Coordinate with customers, Sales teams, and OPCO representatives to ensure timely collections and resolution of payment disputes.</li> </ul> <p><b>Inventory accounting and records maintenance</b></p> <ul style="list-style-type: none"> <li>• Coordinate periodic physical inventory verification and reconcile inventory variances with ERP records.</li> <li>• Process inventory adjustment and write-off entries after obtaining necessary approvals.</li> <li>• Perform periodic reconciliation of Cost of Goods Sold (COGS) and purchase accounts to ensure accuracy and completeness.</li> <li>• Calculate and account for inventory obsolescence provisions and debtors provisions in accordance with company policies and accounting standards.</li> </ul> <p><b>Product Pricing &amp; SVB compliances</b></p> <ul style="list-style-type: none"> <li>• Support business teams with product pricing calculations and ensure product pricing is accurately maintained and updated in ERP</li> <li>• Coordinate Special Valuation Branch (SVB) documentation, submissions, and compliance requirements.</li> <li>• Maintain proper documentation and trackers for customs and SVB-related matters.</li> </ul> <p><b>Audits &amp; Book Closures</b></p> <ul style="list-style-type: none"> <li>• Prepare monthly Accounts Receivable schedules, reconciliations, and management reports and update the balances in Tagetik.</li> <li>• Support monthly, quarterly, and annual financial close activities within defined timelines.</li> </ul> |

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|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                              | <ul style="list-style-type: none"> <li>• Provide required schedules, reconciliations, and supporting documents for statutory, internal, tax, and group audits.</li> </ul> <p><b>Other activities</b></p> <ul style="list-style-type: none"> <li>• Ensure EDPMS &amp; GR Waivers are timely closed with bank as per RBI guidelines</li> <li>• Prepare various ad-hoc reports and maintain updated Trackers</li> <li>• Ensure timely and accurate posting of necessary journal entries in the ERP system.</li> <li>• Act as a backup for other activities related to other finance function as and when required</li> </ul> <p><b>Process Improvement Initiatives</b></p> <ul style="list-style-type: none"> <li>• Identify opportunities for process improvements and automation within the Accounts Receivable function.</li> <li>• Develop and update Standard Operating Procedures (SOPs) and process documentations.</li> <li>• Support ERP enhancements, testing, and system improvement initiatives.</li> <li>• Guide junior team members and contribute to knowledge sharing and process standardization.</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 and indirect taxes</li> <li>• Good understanding of Accounts Receivable, inventory accounting, customs regulations, and import/export compliance.</li> <li>• Proficiency in Microsoft Excel and ERP systems.</li> <li>• Consistently delivers high-quality work within defined timelines.</li> <li>• Communicating effectively with internal &amp; external stakeholders</li> <li>• Proactive, flexible, and collaborative approach to achieving team and organizational objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Academic qualification</b>                                                | <ul style="list-style-type: none"> <li>• CA Inter / CMA Inter with 1-2 years of experience in Finance &amp; Accounts (post article ship)</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>• 3-4 years of experience in corporate accounting and taxation.</li> <li>• Experience in ERP Accounting software and Automation Tools</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Competencies<br/>(fundamental skills and attitudes)</b>                   | <ul style="list-style-type: none"> <li>• Effective communication and stakeholder management skills</li> <li>• Ability to work independently and demonstrate ownership</li> <li>• Strong analytical skills with attention to detail and accuracy</li> <li>• Collaborative and adaptable approach with a focus on continuous improvement.</li> <li>• Adheres to ethical standards and company policies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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