

## Brief Job Description

Designation : Manager Billing

Division/Location : Railway - Site

Department : Billing

Reporting to – Project Manager

### Summary:

Position will be responsible for day to day Billing of the projects. Scheduling and costing at site and preparing MIS for Management Review weekly and monthly basis.

#### 1. Client Billing

- Inputs from store and reconciliation with SAP data and DPR
- Inputs from site Engineers and surveyors link it with DPR and generate report on availability of documents
- Inputs from QC
- Checklist for client Billing for each item
- Monthly Billing – Preparation of bills in advance i.e. by 25th
- Submission of Bills from client
- Submission Price Variation Bills
- Follow up with Client for release the payments
- NS item update, follow up and approval
- Submission of Claims

#### 2. Vendor Billing

- Vendor Bill Initiation
- Material Reconciliation
- MB Entry by Site Engineer
- Vendor Billing Checklist
- Vendor Billing Flow Chart
- Implementation of Vendor Billing SOP
- Quantities updating of Vendors as per the progress
- Submission of Quantity Variation to Clients
- Finalization of quantity scope of the project
- Preparation of Rate Analysis of all Major Items
- Providing advice and forecast about project cost / Project cost control

#### 3. Procurement

- Verify rates in NFA of vendors with CTC in the budget before being put up to Procurement @ R.O.
  - Track P.O. for release, amendment of quantities and rate for vendors and put up amendments as and when required.

#### Competences :

- Problem Solving
- Decision Making
- Negotiation Skills
- Integrity & Honesty

#### Skills :

- Proficient in MS Office applications

#### Education :

BE /B.Tech/ Diploma in Civil Engineering.

#### Experience :

Between 5 -10 years with experience