

## **Job Description – Billing Executive (Construction/Projects)**

### **Position Overview**

The Billing Executive is responsible for preparing, verifying, and maintaining project billing, RA bills, work orders, BOQs, labour bills, and related documentation. The role ensures accurate billing in line with approved drawings, payment terms, and client requirements, while coordinating with site teams, contractors, and management for smooth billing operations.

---

### **Key Responsibilities**

#### **1. Work Orders & Billing Documentation**

- Study work orders, RA bills, variations, additional/temporary work BOQs, and labour bills across different project sites.
- Understand and implement the Billing SOP in all processes.
- Prepare and rectify Excel measurement sheets as per approved drawings.
- Develop new measurement sheets from signed drawings.
- Prepare abstract sheets as per payment terms mentioned in work orders.
- Compile challan summaries for material delivered at site with signed delivery challans.
- Prepare advance bills for material delivered at site.

#### **2. RA Bills & Final Bills**

- Prepare RA bills with summaries aligned with site progress reports.
- Generate hard copies of RA bills with all supporting documents (DC, TC, MIR, checklist, measurement sheets, drawings).
- Submit RA bills to clients and obtain site certification.
- Prepare final bills with reconciliation of materials.
- Compile final handover files for completed projects.

#### **3. Variations & Additional Work**

- Prepare quotations for temporary/additional works with rate analysis.
- Draft variation sheets for excess work, get certification from the site team, and process work order amendments.

#### **4. Labour Billing & Contractor Coordination**

- Review and cross-check labour bills submitted by supervisors before sending them to accounts.
- Prepare labour rate proposals and obtain management approvals.
- Maintain records of approved labour rates and contractor agreements.

## **5. Client & Internal Coordination**

- Attend client meetings (Head Office/Site) related to billing.
- Take follow-ups with clients for submission and certification of bills.
- Coordinate with supervisors for measurement certification and progress updates for new bill preparation.
- Provide task lists to junior billing executives and ensure timely completion.
- Review and guide juniors in preparing bills, variation sheets, and labour bills.

## **6. Reporting & Record Management**

- Maintain detailed and up-to-date billing records.
  - Prepare daily work reports and running bill updates.
  - Check WhatsApp and emails regularly for billing-related updates.
- 

## **Skills & Competencies**

- Strong knowledge of billing procedures in construction/projects.
  - Proficiency in MS Excel (formulas, formatting, data validation, reconciliation).
  - Ability to read and interpret drawings, BOQs, and work orders.
  - Good knowledge of rate analysis, material reconciliation, and billing documentation.
  - Excellent coordination and communication skills (with site teams, clients, and management).
  - Attention to detail with a process-oriented approach.
- 

## **Qualification & Experience**

- Diploma/Degree in Civil Engineering, Construction Management, or related field.
- 3–6 years of experience in project billing, RA bills, and contractor billing (experience range can be adjusted based on role level).