

POSITION DESCRIPTION

PROJECT PAYMENT COLLECTION MANAGER

A Project Payment Collection Manager (or Accounts Receivable / Project Billing & Collection Manager) is responsible for ensuring that cash flows into the organization on time by managing project invoicing, monitoring payment milestones, resolving billing disputes, and driving collections.

1 Milestone Tracking & Billing Governance

- Translate commercial contracts, client purchase orders, and project schedules into an active, actionable billing and collection calendar.
- Coordinate directly with project execution, supply chain, and site engineering teams to secure timely client approved delivery receipts, installation completion certificates, and joint measurement sheets.
- Enforce "First-Time Perfect" invoice preparation—ensuring tax invoices, delivery challans, and supporting technical documentations comply fully with client submission standards
- Track project progress against defined billing schedules (RA Bills, advances, retention money, and final settlement).
- Maintain an active Collection Action Tracker detailing aging receivables, upcoming milestones, and overdue accounts.
- Lead aggressive client-facing follow-ups across main contractors, PMCs, and end-clients.
- Maintain structured aging reports (0–30, 31–60, 61–90, and >90 days) to flag overdue risks early and execute targeted recovery actions.
- Manage post-project receivables, including retention money release, bank guarantee returns, and Defect Liability Period (DLP) sign-offs.

2 Bottleneck & Dispute Resolution

- Identify payment blockers (debit notes, variation approvals, quality dispute claims, delay penalties) and lead resolution.
- Partner with Site Engineers to reconcile physical progress with certified financial values.
- Coordinate with Legal/Contracts to handle formal payment default notices and mediation steps.

3 Governance & Executive Reporting

- Present weekly/monthly collections, forecast reports, and risk matrices directly to executive leadership.
- Enforce adherence to internal Order-to-Collection (O2C) SOPs across regional project teams.
- Monitor client credit risks and recommend strategic holds on site execution for high-risk overdue accounts.

COMPANY PROFILE

Supply, Installation, Testing & commissioning of lights in PROJECTS which includes Commercial Buildings, Street& roads, Industrial and Sports infrastructure