

Job Title:	Accounting Technician	PP-SRS-GRD:	S-0525-07
Location:	RAF Alconbury	Vacancy Number	49865
Open Date:	27 March 2024	Close Date	Open Until Filled
Work Hour Per Week	37.50	Salary (Per Hour)	£13.27 - £18.10

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Accountants at the 423 Civil Engineering Squadron, Royal Air Force Alconbury, United Kingdom.

Duties of the position include:

- Processing, reviewing, and resolving complex accounting transactions, in accordance with established accounting procedures.
- Providing liaison functions between the squadron, its higher headquarters, its mission partners and the Defense Finance and Accounting Service (DFAS).
- Examination, verification, and maintenance of accounts and accounting data in various U.S. Air Force financial systems.
- Maintaining and reconciling accounts involving a variety of different types of financial transactions.
- Analyzing and examining accounts and accounting data to resolve complex transactions.
- Preparing reports and performing other technical tasks in support of the squadron's resource management office.

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Must have sufficient experience with financial management and accounting procedures to be able to understand and work with various financial and accounting systems.
2. Must have experience with financial and accounting computer systems, as well as standard office and document control computer systems.
3. Must have knowledge of the relationships between general ledger accounts and the effect of debit and credit entries on the system of accounts.
4. Must have experience with processing accounting transactions in automated systems.

Other Important Information

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

Work schedule: Monday – Friday 0800 – 1600

Benefits

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

Who Can Apply

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website;
https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

