



Job Title:	Budget Analyst	PP-SRS-GRD:	S-0560-12
Location:	RAF Mildenhall	Vacancy Number	484710
Open Date:	12 Jul 24	Close Date	19 Jul 24
Work Hour Per Week	37.50	Salary (Per Hour)	£21.18-£29.96

**** 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 Budget Analysts Specialists at the Air Force Installation and Mission Support Centre (AFIMSC) Royal Air Force Mildenhall, United Kingdom.

The primary purpose of this position is to serve as a Budget Analyst for Military Construction program office, you will be performing a variety of budget functions involving but not limited formulation, execution, and analysis of budgets and economic cost analysis studies for complex programs and support activities. The successful candidate will be responsible for performing complex budget formulation work involving preparation of detailed analysis of annual and multi-year budget estimates for assigned programs for AFIMSC. This role will also involve performing complex budget execution and administration involving the monitoring of obligations incurred and the actual expenditure of a budget with different sources and types of funding, such as direct annual, multi-year, and no year appropriations; appropriations; allotments; transfer of funds from other agencies and revenue from industrially funded operations. You will provide advice, assistance and guidance on budget related information where necessary. You will also be responsible for performing specialized, individual economic analysis and impact studies in support of a variety of budget programs, whilst using automated budgetary systems and computer generated products in accomplishing budgeting assignments.

For specific qualification requirements for this position, you can visit: [Budget Analysis Series 0560 \(opm.gov\)](https://www.opm.gov/budget-analysis-series-0560/)

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required - Applicants must demonstrate the following:

- Knowledge of multiple budgetary methods, practices, regulations, policies and processes to formulate, justify, and execute assigned budget in support of the mission, structure, goals, work processes and programs of assigned organizations.
- Knowledge of missions, functions, goals, objectives, work processes of funding pertinent to weapons systems acquisitions and support programs.
- Skill in application of analytical methods and techniques, mathematical and statistical analyses, and various cost estimating techniques to analyze and evaluate the effects of changes in program plans and funding and conduct economic and cost studies/analysis.
- Skill in developing and implementing guidance that considers various disciplines, such as program managers, engineers and logisticians for purpose or meeting program objectives.
- Ability to communicate effectively, both written and verbally, clearly concisely, and with technical accuracy.

- Ability to manage several projects simultaneously.

Other Significant Facts Pertaining to this position:

- Safeguard classified or sensitive budget-related information and files.
- May be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
- The Local National Direct Hire (LNDH) Program does not participate in regular drug testing, however positions covered by this position description may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap and accident testing.

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 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.

Benefits

- 25 days Annual Leave + UK Bank Holidays, 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://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=jbExg4ct70jjX6yIGOV5tJFWr-1TEKJFm98gYVwgSO1UOTNIUk5BWVJURIRHUFRJWUK3Nk1TVFM3Ty4u>

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

Required Documents

- LNDH Application
- Curriculum Vitale (CV) and/or Resume (*A CV/Resume is encouraged. Decision to include a resume will not increase or decrease probability of selection*)
- 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.

