



Several vacancies may be available - multiple selections may be made

<b>Job Title:</b>	Financial Services Manager (S-0501-09)
<b>Location:</b>	RAF Croughton
<b>Vacancy Number:</b>	247159
<b>Close Date:</b>	Open Until Filled
<b>Hours and Schedule:</b>	37.5 hours weekly: Fixed (Mon-Fri 0800-1630)
<b>Hourly Pay:</b>	£18.09 - £25.10

### Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09
- **Holiday:** 25 Days Annual Leave + 8 US Federal Holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

### Job Description

The primary purpose of this position is to provide the Force Support and Air Base Squadrons with a comprehensive range of Non-appropriated Funds (NAF) financial and accounting services. This includes developing and analyzing financial plans, budgets, and management reports to meet established goals. The role involves interpreting Air Force policy to ensure accurate financial reporting and advising leadership with analytical tools to identify improvement opportunities and enhance budget forecasting. You will independently perform a variety of financial management duties related to the receipt, disbursement, and budgeting of NAF in accordance with established policies, all while exercising supervisory personnel management responsibilities.

### Qualifications and Key skills

Must be able to demonstrate one years specialized experience in the key skills indicated below (at the appropriate grade) **or**

Possess a master's degree in a related discipline and are able to demonstrate one year of related experience.

1. Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes to formulate, justify, and execute NAF budgets and financial goals in support of the mission, structure, goals, work processes, and programs of the organization.
2. Knowledge of the requirements, techniques, procedures, and practices of generally accepted accounting principles and standards as well as AF NAF accounting systems, requirements, techniques, procedures, and practices.
3. Skill in gathering, assembling, and analyzing source of factual information, such as that found in accounting reports, payroll records, work reports, or inventory and supply data.
4. Knowledge of internal audit procedures to monitor financial services and establish internal controls
5. Knowledge of federal contracting and NAF procurement regulations, procedures, and practices.

### **Conditions of employment**

1. You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations. This position may also be coded as mission essential.
2. You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
3. You will be required to complete a 6-month probationary period.
4. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies. Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent.
5. You must be able to communicate effectively both orally and in writing.

**NOTE:** You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

**LNDH Application:** <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil)