



Several vacancies may be available - multiple selections may be made

Job Title:	Budget Technician, S-0561-06/07
Location:	RAF Lakenheath
Vacancy Number:	340616
Close Date:	5 Jun 26
Hours and Schedule:	37.5 hours per week, Mon-Fri
Hourly Pay:	£14.40 - £20.08

This is a developmental position. You will be provided with job progression and training for completion to reach the targeted grade of S-0561-07.

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.40 an hour
- **Holiday:** 25 Days Annual Leave + UK Bank 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

Serves in a developmental capacity, undergoing progressive training to transition into a full-performance Budget Analyst (S-0561-07). The role performs technical and clerical budget support, including independently extracting, compiling, and consolidating diverse workload and cost data to prepare budget estimates across multiple appropriations and revolving funds. Responsibilities include managing budget and records maintenance, supporting annual budget execution under varying financial guidelines, and executing technical tasks to facilitate detailed financial analysis while delivering exceptional, collaborative customer service.

Qualifications and Key skills

A year of experience per the key skills

- Knowledge of the application of procedures, methods, and techniques which support the analysis and administration of the budget.
- Knowledge of a wide variety of budgetary methods, practices, policies, procedures, regulations, and precedents; and a wide range of sources, types, and methods of funding.

- Knowledge of the accounting system and related documents used to gather and analyze budgetary information.
- Knowledge of automated management data systems.
- Ability to communicate orally and in writing.
- Ability to work accurately with figures.

Other Significant facts

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.
6. Safeguards classified or sensitive budget-related information and/or files.
7. Employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.
8. The Local National Direct Hire (LNDH) Program does not participate in regular drug testing; however, positions covered by this document may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident testing.

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