



Several vacancies may be available - multiple selections may be made

Job Title:	Budget Analyst, S-0560-09
Location:	RAF Lakenheath
Vacancy Number:	339581
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week, Mon-Fri
Hourly Pay:	£18.09 - £25.10

****This is a fixed term contract projected to end 1 May 2030, depending upon budgetary constraints****

Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09 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 as a Budget Analyst in the installation's budget office, managing routine and ongoing budget formulation, execution, and analysis for assigned support activities, organizational components, and program segments. Responsibilities include reviewing and preparing annual future-year funding requirements, monitoring obligations and actual expenditures, and providing expert budgetary advice and guidance to stakeholders. Utilizing automated budgetary systems, the analyst conducts detailed reviews and special studies to support data-driven decision-making and optimize financial resources across the installation.

Qualifications and Key skills

A year of specialized experience per the skills below.

- Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes to formulate, justify, and execute assigned budget to support the mission, structure, goals, work processes, and programs of support activities/organizations.

- Knowledge of automated data processing software programs and capabilities used to accomplish budget/funding tasks.
- 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.
- Skill in preparing written forms, schedules, and reports related to the obligation and expenditures of funds.
- Ability to make oral presentations on the budget and conduct budget-related training to a variety of audiences.

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