



Several vacancies may be available - multiple selections may be made

Job Title:	Fuels Operations & Accounts Coordinator, S-2003-09
Location:	RAF Lakenheath
Vacancy Number:	318088
Close Date:	3 June 2026
Hours and Schedule:	37.5 hours per week, Mon-Fri 0700-1530
Hourly Pay:	£18.09-£25.10

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

This position coordinates fuels operations, manages product accounts across three distinct locations, and oversees Automated Information Systems to provide critical decision-making data to senior leadership and Responsible Officers. Key duties include managing petroleum and cryogenic requisitions, ensuring secure storage and distribution of fuel to support sortie generation, delivering heating oil to 144 tanks across the UK, and serving as the installation's Vehicle Purchase Media Manager and Document Control authority.

Qualifications and Key skills

- Valid UK CAT B driving license.

To qualify for this position, applicants must have a minimum of one year of experience in fuels management operations, including working with servicing equipment and related infrastructure. This experience must encompass a strong working knowledge of industry-standard fuel policies, automated information systems, and standard office software for inventory accounting. Furthermore, candidates must demonstrate a practical understanding of environmental compliance, quality assurance, and strict health, safety, and security regulations, coupled with the ability to communicate clearly and effectively follow detailed instructions.

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. Flexible regular daytime duty hours (8 hours) as approved by management; extended late-night shift(s) will be required to finalize annual End-of-Year (EOY) closeout operations.
7. Incumbent will be required to complete the Fuels Manager Defense Accounting Course Certificate within 6 months of employment.
8. Incumbent will be required to complete the Base Level Defense Fuels Management Course within 12 months of employment.
9. 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