



Several vacancies may be available - multiple selections may be made

Job Title:	Budget Analyst, S-0560-09
Location:	RAF Lakenheath
Vacancy Number:	389823
Close Date:	8 July 2026
Hours and Schedule:	37.5 hours per week, Mon-Fri 0800-1630
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

The primary purpose of this position is to serve as a key Resource Advisor and Budget Analyst, overseeing the daily management, formulation, execution, and analysis of the organization's financial resources. Acting as the central point of contact for financial matters, the incumbent drafts precise budget estimates, develops strategic financial plans, and rigorously monitors fund obligations and expenditures. Additionally, this role provides expert budgetary guidance to leadership through specialized studies and data-driven reviews, leveraging advanced automated financial systems to streamline reporting and optimize resource allocation.

Qualifications and Key skills

Applicants must have either a Master's degree in appropriate discipline or at least one year of specialized experience in comprehensive knowledge of commonly used budgetary methods, practices, procedures, and regulations to successfully formulate, justify, and execute budgets in direct support of organizational missions, structures, and goals. This foundational expertise is backed by strong analytical skills in gathering, assembling, and interpreting factual financial data from accounting reports, payroll records, work reports, and inventory systems. Additionally, the role demands proficiency in utilizing automated data processing software to accomplish complex funding tasks, high-level skill in preparing written schedules and expenditure reports, and the communication ability to deliver clear oral budget presentations and conduct financial training for diverse 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 extended or other than normal duty hours to include evenings and weekends.
8. This is a Financial Management Level 1 Certified position IAW the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, Section 1599d. Incumbent shall comply with the requirements of this certification program.

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