



US Visiting Forces

Local National Direct Hire (LNDH)

Job Title:	Budget Technician	PP-SRS-GRD:	S-0561-07
Location:	RAF Lakenheath	Vacancy Number	VA23 48 CES RPA 242011
Open Date:	21 November 2023	Close Date	5 December 2023
Work Hour Per Week	37.5	Salary (Per Hour)	£12.61- £17.23

NOTE: Several vacancies may be available - multiple selections can be made from this announcement

Main Purpose

We are currently seeking a highly skilled and motivated individual to join a premier team of Budget Technicians at the 48 Civil Engineering Squadron, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this position is to perform clerical and technical work in direct support of budget analysis and administration, specifically Sustainment, Restoration & Modernization (S, R&M) budgets. The work includes various budget support assignments such as identifying, compiling, consolidating, checking, verifying, and organizing a wide variety of detailed budgetary data relating to numerous accounts. You will be required to resolve problems such as balancing accounts, adjusting discrepancies, developing control records, verifying the accuracy of budgetary data, transferring funds between accounts and object classes among different appropriations, and to prepare reports on status of funds, supplementary guidance concerning the form of budget estimates submitted, as well as recurring or special budget reports.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

Knowledge and Experience Required

Applicants must demonstrate the following:

1. Knowledge in the application of procedures, methods, and techniques which support the analysis and administration of the budget.
2. 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.
3. Knowledge of the accounting system and related documents used to gather and analyze budgetary information.
4. Knowledge of automated management data systems.
5. Ability to communicate orally and in writing.
6. Ability to work accurately with figures.

Other Important Information

- Hours of work: Mon -Fri 0800-1600. Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.

- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

1. 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.
2. Incumbent may be required to work overtime at various times during the year, sometimes on short notice, based on organization requirements.

Who Can Apply

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

How To Apply

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410.

All applications must submit the following documents via email to 100fss.fsmc6@us.af.mil and received prior to the closing date to be considered for the position.

Required Documents

- LNDH Application
- Curriculum Vitale and/or Resume

Optional Documents

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

Equal Opportunity Employer

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

UKR Recruitment

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