



Several vacancies may be available - multiple selections may be made

Job Title:	Civilian Pay Technician (NAF), S-0566-06
Location:	RAF Mildenhall
Vacancy Number:	189546
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week, Mon-Fri (0800-1630)
Hourly Pay:	£14.40-£19.51

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

This position serves as the primary payroll and technical support specialist for Non-Appropriated Fund (NAF) and Local National Direct Hire (LNDH) systems across various UK agencies. In this role, you will execute end-to-end weekly and bi-weekly payroll runs, manage regulatory tax and pension disbursements, and perform comprehensive general ledger reconciliations. Additionally, you will administer critical timekeeping and banking systems, compile statutory quarterly and annual reports, and act as the subject matter expert to deliver training and regulatory guidance on US/UK payroll policies to management.

Qualifications and Key skills

To qualify for this position, candidates must possess one year of specialized experience demonstrating a comprehensive understanding of complex civilian payroll and leave regulations, statutory allowances, and the automated database systems used to support them. Successful applicants must exhibit strong mathematical aptitude, alongside the analytical ability to research, reconcile, and correct financial discrepancies within payroll accounts. Finally, the role requires highly effective oral and written communication skills to deliver prompt, professional customer service and technical guidance to diverse stakeholders while utilizing modern office and enterprise computer applications

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.

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