



Several vacancies may be available - multiple selections may be made

Job Title:	Budget Technician, S-0561-07
Location:	RAF Mildenhall
Vacancy Number:	279915
Close Date:	Open Until Filled
Hours and Schedule:	37.5 hours per week on a Fixed schedule Mon-Fri
Hourly Pay:	£14.72 - £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.72
- **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:

You will perform clerical and technical work in direct support of budget and financial analysis, process and administration. This will include Independently performing a variety of complex budgetary, administrative, and statistical functions to support budget formulation as well as performing tasks involving budget execution by compiling resource data from various financial management reports.

Qualifications and Key skills:

One year specialized experience as per the key skills listed below:

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

Conditions of employment

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