



Several vacancies may be available - multiple selections may be made

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|----------------------------|--------------------------------------------------------|
| <b>Job Title:</b>          | <b>Military Pay Technician S-0545-07</b>               |
| <b>Location:</b>           | <b>RAF Mildenhall</b>                                  |
| <b>Vacancy Number:</b>     | <b>0026202</b>                                         |
| <b>Close Date:</b>         | <b>Open Until Filled</b>                               |
| <b>Hours and Schedule:</b> | <b>37.5 hours per week on a Fixed schedule Mon-Fri</b> |
| <b>Hourly Pay:</b>         | <b>£14.72 - £20.08</b>                                 |

### 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 duties as the senior military pay technician and primary point of contact for all military pay issues, transactions, and procedures for active, reserve, inactive reserve or retired armed forces personnel and their annuitants.

As the senior technician, you will monitor, review or initiate complex transactions where guidelines lack specificity to requirements, circumstances or problems, and/or frequently change. You will manage and/or assist technicians in resolving military debt collection cases and assist with training lower-level clerks/technicians on miscellaneous technical tasks and various complex actions in support of military pay actions while taking the responsibility of dealing with the more difficult customer complaints and technical military pay issues.

### Qualifications and Key skills:

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

- Knowledge of a large body of rules, regulations, laws, and variety of procedures for one or more military pay specializations; the data system(s) used to support military pay actions, and federal debt collection rules and regulations.

- Knowledge of a variety of accounting and budget functional areas and their relationships to other functions to research or investigate problems or errors that require reconciling and reconstructing incomplete information.
- Skill in performing arithmetic computations to compute military pay.
- Ability to interpret/apply regulations and procedures related to military pay, debt collection, and various complex actions.
- Ability to communicate effectively, both orally and in writing, to present and/or advise on processes/actions.
- Ability to operate a calculator and use a keyboard; a qualified typist is not required.

## **Conditions of employment**

- 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.
- 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.
- You will be required to complete a 6-month probationary period.
- 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.
- 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](mailto:100fss.fsmc6@us.af.mil)