



Several vacancies may be available - multiple selections may be made

Job Title:	Accounting Technician S-0525-06 (Developmental to S-07)
Location:	RAF Mildenhall
Vacancy Number:	975701
Close Date:	Open Until Filled
Hours and Schedule:	37.5 Hours per week on a fixed schedule Mon-Fri
Hourly Pay:	£14.40 - £20.08

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.40
- **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 perform duties as a senior accounting technician in resolving complex problems, developing and revising accounting procedures, and providing liaison functions between base organizations and the Defense Finance and Accounting Service. You will also perform duties involving examination, verification, and maintenance of accounts and accounting data as part of an accounting system.

As the senior technician, you will receive, review, and classify complex transactions where guidelines lack specificity to requirements, circumstances, or problems and/or frequently change and you will prepare reports and perform or oversee other miscellaneous technical tasks in support of the accounting function.

You will maintain, reconcile, and close accounts involving a variety of transactions as well as analyze and examine accounting data and accounts to resolve complex, nonstandard transactions, complaints, or discrepancies.

Qualifications and Key skills:

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

- Knowledge of an extensive body of accounting procedures to understand and work with an identifiable segment of an integrated double-entry accounting system.
- Knowledge of the Prompt Payment Act as it affects accounts.
- Knowledge of accounting files, listings, and document control systems as well as the relationships between accounts and the effect of debit and credit entries on the system of accounts.
- Knowledge of account codes related to an automated system and the requirements for processing transactions in an automated system.
- Skill in operating a calculator and utilizing a keyboard to access or locate information through the use of a personal computer or terminal.

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