



Several vacancies may be available - multiple selections may be made

Job Title:	Budget Analyst S-0560-09
Location:	RAF Mildenhall
Vacancy Number:	279898
Close Date:	Open Until Filled
Hours and Schedule:	37.50 hours per week
Hourly Pay:	£18.09 - £25.10

Benefits:

- **Competitive Salary:** the starting salary for this position is £18.09
- **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 Budget Analyst will support the organization by managing and monitoring the budget, ensuring funds are used effectively and in accordance with regulations. Key duties include tracking obligations and expenditures, preparing budget estimates and financial plans, analyzing financial data, and advising managers on funding requirements. The role also serves as the main point of contact for day-to-day financial queries, supports reprogramming actions, prepares financial reports, and provides guidance on budget processes. The Budget Analyst will use automated financial systems, conduct financial reviews and studies, and manage the unit's official travel program through the Defense Travel System.

Qualifications and/or Key skills

Applicants must have one year of specialized experience which demonstrates the ability to perform budget analysis work. This experience should include assisting with budget formulation by gathering financial data, preparing preliminary estimates, or reviewing funding requests; supporting budget execution by tracking obligations and expenditures, monitoring fund status, or preparing routine financial reports; and using automated financial or data-processing systems to enter, retrieve, or analyses budget information. It should also show the ability to apply budget regulations, procedures, and financial management practices, as well as analyze financial information to identify trends, discrepancies, or funding needs.

Other Significant facts

- 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.
- You are required to safeguard sensitive budget-related information and/or files in accordance with regulations to reduce potential compromise; must obtain and maintain the appropriate security clearance
- The US "End of Fiscal year" finishes on 30th September, Annual Leave during August and September is very restricted.
- There is a likely requirement to work until midnight and possibly later on the 30th of September each year to prepare for end of Fiscal Year, for which the employee will be compensated accordingly.
- Telework or working from an alternate duty location (i.e. different installation, different office, while on travel, etc.) may be necessary on occasion.
- On the job training will be provided as required. Some formal courses may be offered in the United States but will be subject to financial restraints in force at the time.
- 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.

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