



Several vacancies may be available - multiple selections may be made

Job Title:	Resource Manager (S-0501-11)
Location:	RAF Menwith Hill
Vacancy Number:	201923
Close Date:	03 Septemeber 2026
Hours and Schedule:	37.5 hours weekly: Fixed schedule, Mon-Fri 0800-1600
Hourly Pay:	£21.56 - £30.28

This position is only available to UK Nationals. Applicants must hold UK citizenship and have lived in the UK for at least 8 years out of the last 10 years for this position.

Benefits:

- **Competitive Salary:** the starting salary for this position is £21.56 per 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

The primary purpose of this position is to serve as the Resource Manager for the Force Support Flight, responsible for developing, implementing, and monitoring financial service operations and establishing internal accounting controls.

The duties will include the performance of a variety of financial management assignments related to the receipt, disbursement, accounting for, and safeguarding of funds in accordance with established principles, statutes, and policies. You will serve as a supervisor, performing first level supervisory personnel management responsibilities such as providing planning, direction, organization, and execution of control over nonsupervisory employees assigned to the Resource Management section. In addition, you will establish, define, and implement requirements for financial operations to ensure services and functions comply with legal and regulatory requirements and meet organizational goals and mission requirements. You will also be tasked with participating in special initiatives, studies, and projects, identifying and initiating the milestones and goals.

Qualifications and Key skills for the position.

A minimum of one year's specialized experience in the Key Skills and Abilities indicated below:

- Knowledge of commonly used budgetary methods, practices, procedures, regulations, policies, and processes to formulate, justify, and execute budgets and financial goals in support of the mission, structure, goals, work processes, and programs of the organization.
- Knowledge of the requirements, techniques, procedures, and practices of generally accepted accounting principles and standards.
- Knowledge of safety, security, personnel management, and EEO regulations, practices, and procedures.
- Knowledge of internal audit procedures to monitor financial services and establish internal controls.
- Knowledge of federal contracting and procurement regulations, procedures, and practices.
- Ability to plan, organize, and direct the operations and staff of a section.

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. Emergency overtime is possible but not guaranteed and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set.
- You must be able to communicate effectively both orally and in writing.
- You must obtain and maintain the required security clearance, certifications, and licenses for your job. You are also required to file a Confidential Financial Disclosure Report annually.
- You may be subject to drug testing if there is a reasonable suspicion of substance abuse or after a safety-related incident.

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

