

Alberta Finance – Intern Program Office of Budget and Management

The Objectives

- attract and retain bright, young, motivated entry level applicants for organizational renewal
- provide challenging opportunities to interns which will enhance their knowledge, training and experience

The Program

- a flexible 24-month rotation through a number of pre-assigned groups within Office of Budget and Management (OBM)
- the type and duration of assignments may vary from year to year depending on organizational needs and the intern's experience/background and may include some of the following:
 - research and learn about a provincial government ministry
 - develop an understanding of government and ministry business plans, budgets, performance measures and programs
 - analyze fiscal implications of policy or program changes outlined in documents such as minister's reports, draft legislation/regulation and/or ministry's annual business plan/budgets and provide comments and/or recommendations
 - review and analyze revenue and expenditure forecasts
 - research, analyze and make recommendations about accounting or tax policies and their application
 - prepare briefing material on fiscal management issues for use by senior Finance management, the Minister of Finance and/or Treasury Board
 - assist with preparing public information packages such as press releases and quarterly reports
 - prepare correspondence on behalf of senior management or the Minister of Finance
 - participate on inter-group committees and attend interdepartmental meetings
 - monitor economic indicators for the Alberta economy, assist in preparation of briefing material and economic revenue forecasts
 - provide research for and support to review committees

The Intern

- a recent Graduate or Undergraduate (within the last 2 years) with a degree in public finance, economics, political science, commerce, public administration, law, business administration, or management and a demonstrated interest in public sector employment
- an individual who has integrity and trust, relates well to all kinds of people, is a good listener, has perseverance, picks up new skills and knowledge quickly and is able to write clearly and succinctly

Other Participants

- **Coordinator** – coordinates intern placements/assignments within a 2-year plan ensuring meaningful work that provides developmental experiences
- **Coach** – supports and advises the intern by monitoring his/her progress through the assignments and providing supplemental information where needed
- **Project Leaders** – identifies projects/assignments, sets out specific learning objectives and deliverables with the intern, guides/leads the intern through the assignment and evaluates the intern at the end of the assignment

For more information, contact Human Resource Services at (780) 427-3070 or e-mail at finance-revenue.jobs@gov.ab.ca .

Internship opportunities will be posted on the Alberta Finance website at <http://www.finance.gov.ab.ca>, The Bulletin online at <http://www.gov.ab.ca/jobs>, and with post-secondary institutions across Alberta.