

Alberta Finance Tax and Revenue Administration Accelerated Internship

About the Internship

The Accelerated Internship Program in the Tax and Revenue Administration (TRA) Department of Alberta Finance provides recent post-secondary graduates with the opportunity to develop their knowledge of tax and revenue administration at the provincial level. Interns will gain in-depth, on the job experience with a program in either the Audit or Revenue Operations branches in TRA. Through hands-on learning and targeted instruction, Interns will become skilled in the basic functions of a rebates, tax or audit program. Interns will become familiar with Alberta tax legislation and how to interpret and apply it. As Interns take on increasing levels of responsibility, they will develop their communication, decision-making, analytical, and file management skills. Each participating Intern will have the additional resource of being partnered with an experienced TRA employee. This partnership will allow the Interns to work with progressive independence while having access to assistance.

Accelerated?

The term “accelerated” has been applied to the internship because it has a more focused approach than a traditional internship. In a traditional internship, it is expected that over time an Intern will pick up the skills they require on the job through rotations or project work. In the accelerated structure there is more of an emphasis on providing specific training for the skills and knowledge that is required on the job.

Program Length

The TRA Accelerated Internship is a twelve-month program. The first six months of the internship will be focused training and the second six months will be an opportunity for participating Interns to demonstrate their ability to work independently. Interns who successfully complete the Internship will be granted a permanent position.

What Does Tax and Revenue Administration Do?

Tax and Revenue Administration is responsible for the collection of revenue and the administration of Alberta Finance’s tax, revenue and related benefit programs. TRA works closely with the Office of Budget and Management on matters of tax policy and legislation. Together the two areas work towards providing a fair, competitive, simple and efficient provincial tax and revenue system. Click [here](#) for more information on the tax and rebate programs that TRA administers.

Who Should Apply?

The TRA Accelerated Internship is aimed at university graduates with a recently completed degree in a related field or graduates of a two-year diploma program who have two years of work experience in a related field. Applicants should be able to demonstrate an understanding of Alberta’s tax programs and have well-developed communication, decision-making and analytical skills as well as a proven ability to be an effective team member.

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

Internship opportunities will be posted [on the Alberta Finance website](#), the Bulletin online at www.gov.ab.ca/jobs, and with post-secondary institutions across Alberta.