

INTERN OPPORTUNITY WOODLANDS COUNTY



Financial Analyst – Intern Opportunity - Competition No: 2026-10

Reporting to the Director, Corporate Services the financial analyst intern's purpose is to gain hands-on industry experience while supporting finance teams with data analysis, financial modeling, forecasting, and reporting. They bridge academic knowledge with practical application, helping with tasks like variance analysis, month-end closing, and market research, often using Excel and PowerPoint. This is an unpaid work experience opportunity for the successful candidate to gain experience in the field.

Functional Responsibilities

- Collecting, analyzing, and interpreting financial data to provide actionable insights, and
- Developing financial models to support valuation, planning, and forecasting efforts.
- Aiding in the budgeting process and recommending improvements to reduce costs and enhance efficiencies.
- Assisting in the preparation of detailed reports that highlight the County's financial status and the opportunities or risks involved.
- Working with various departments to understand financial needs and assist in budget preparation and management, and staying informed on financial trends and conditions to forecast impacts on operational and capital expenditures.
- Aiding in reviewing and recommending investment opportunities to maximize returns in a conservative risk environment.
- Ensuring compliance with financial regulations and maintaining the integrity of financial data.
- Utilizing statistical software and spreadsheets to analyze financial data, create financial models, and support decision-making, and maintaining databases and ensuring that they consistently have up-to-date and accurate information.
- Preparing monthly, quarterly, and annual reports that provide Senior Management and Council with a basis for making long-term and short-term strategic decisions.
- Conducting comparative analysis and benchmarking for industry standards and best practices.
- Engaging in continuous improvement initiatives to enhance the financial reporting system's effectiveness and efficiency.
- Communicating financial insights and recommendations to senior management for business decision support.
- Perform other related duties and special projects as requested by the Director, Corporate Services, related to job duties, and adhere to the County's confidentiality requirements.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.

Qualifications & Education Requirements

- Post-secondary degree or certification in Finance, Accounting, Economics, or a related field, or planned participation in a program working towards the completion of post-secondary education.
- Strong proficiency in spreadsheets, databases, MS Office, and financial software applications.
- Excellent analytical, quantitative, and forecasting skills.
- Prior experience in financial forecasting, analysis, and financial report writing is often required.
- Exceptional data entry and communication skills, both written and verbal.
- Ability to determine efficiencies in day-to-day required tasks, work independently, and demonstrate strong organizational skills.

POSITION TYPE

Internship

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

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