

Open to the Public

Financial Analyst Officer Intern Internship Program

**Department of Economic Development, Innovation, and Trade
Location: Charlottetown**

Full-time Temporary Position (One Year - September 2023 to September 2024)

The Department of Economic Development, Innovation, and Trade is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#). The main purpose of the Financial Analyst Intern position is to analyze and evaluate financial statements and complete required annual evaluation to better assist Finance PEI's level of financial involvement. This process includes evaluating annual accountant prepared financial statements and providing advice and recommendations to other staff.

Primary duties will include:

- Analyzes and evaluates financial statements;
- Completes annual evaluation forms to assist in decision making on the level of financial involvement in client portfolio;
- Identifies and communicates financial and business risks through annual review processes;
- Evaluates annual accountant prepared financial statements and provided advice and recommendations to FPEI staff;
- Conducts complete situational analysis. In this capacity, the Financial Analyst Intern is responsible for the safe keeping of client files which frequently contain original documentation and highly confidential information
- Monitors portfolios and reports to management and other staff within FPEI;
- Responsible for the confidentiality of client files;
- Provides data analysis and recommendations to FPEI staff; and
- Gather and analyzes information on client files to prepare briefing notes for the Minister;
- Investigates and analyses current and future Finance PEI programs/opportunities;
- Conducts complete situational analysis and carries out due diligence. This includes an evaluation of operations, finance, industry, and the overall economic benefit of the project; and
- Participates in working groups from time to time which may be tasked with evaluating/developing new economic development tools.

Minimum Qualifications:

- Successful completion of a post-secondary program within 36 months of the Internship start date;
- Experience in Microsoft Office (Word, Excel and PowerPoint);
- Some experience in meeting tight timelines;
- Some experience in identifying, retrieving, evaluating and synthesizing evidence and information from reports and documents;
- Some experience with facilitating and presenting information in a clear, concise and accurate manner through effective written, oral and visual communication;
- Some experience in assessing applications or an adjudication process;
- Strong interpersonal and intercultural communication skills with the ability to foster collaboration and partnerships; and
- Must be seeking a focused work term for 12 months.

Other Qualifications:

- Bilingualism or multilingualism is an asset.

Please Note: Preference will be given to employees as per the UPSE Civil Collective Agreement.

Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$27.44 - \$32.70 per hour and \$53,508 - \$63,765 annually (Level 13 UPSE)
Bi-weekly Hours: 75.0 hours bi-weekly
Posting ID#: 158371-0723EDTO
Closing Date: Tuesday, August 1, 2023 at 4pm

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.