

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

FIN006450 - Senior Income Tax and Financial Consultant

Ministry: Executive Government>003 Justice

Grade and Job: SGEU.11., FAU - SGEU

Salary Range: \$46.593-\$56.664

Rate Approved: \$55.00 per hour

Key Responsibilities of position:

The Public Guardian and Trustee of Saskatchewan (PGT) manages the financial and property affairs of incapable adults, monitors other property guardians, and investigates allegations of financial abuse of vulnerable adults, administers deceased estates, and protects the legal and financial interests of minors. The PGT is seeking a confident, ethical, and well-organized individual for an interesting and challenging Senior Income Tax and Financial Consultant position. Reporting to the Chief Financial and Operating Officer, this position will use its extensive knowledge in income tax planning and preparation, accounting, auditing, and investing. The main duties of the position are:

- Serving as an expert on income tax issues, including leading internal and external resources in annual preparation and filing of personal income tax returns for vulnerable adult clients of the PGT; final year tax returns for deceased adult clients, T3 trust tax returns for deceased estates, and ongoing testamentary trusts.
- Managing effective investment plans on behalf of vulnerable adult clients for investment assets held outside the PGT common fund including liaising with financial institutions with respect to non-registered investment accounts; RRSPs, RRIFs, TFSAs and RDSPs.

A thorough working knowledge of personal and estate/trust income taxation, and generally accepted accounting principles, are critical to this position. The knowledge of auditing, design, and maintenance of internal controls, and investment strategies are considered an asset. You will have excellent written and verbal skills to communicate with internal and external clients, financial institutions, and develop and maintain policies and procedures related to the management of client trust assets. The knowledge and skills for this position would typically be obtained through a university degree in Commerce or Business Administration and the attainment of a Chartered Professional Accountant designation (CPA) combined with five or more years of income tax planning and preparation, accounting, and related experience.

Qualification/ Competency:

You will have knowledge of:

- The successful candidate is required to have a completed university degree in Commerce or Business Administration and the attainment of a Chartered Professional Accounting designation (CPA) with 5 or more years of relevant accounting, auditing, investment, and personal taxation experience;

- Auditing of internal controls in a business and processing environment;
- How to prepare personal income tax plans and personal income tax returns;
- Generally accepted accounting principles and practices;
- Various types of investments, their characteristics, advantages, and disadvantages;
- Supervisory or managerial skills, including providing direction and training to other employees;
- Computer software, including email, word processing, complex spreadsheet development, operating browsers, and the internet;
- Basic government structure, responsibilities, operations, policies, and procedures; and
- Financial benefits that adults or estates may be entitled to receive upon application.

Qualifications of person Appointed:

- CPA Designation;
- Business Accountancy Diploma; and
- 12 years related experience.

Submit challenges to staffing@gov.sk.ca

Closing Date: February 8, 2026