



## Finance Committee Member Role Description

### **About The PREP Academy**

The PREP Academy is a non-profit community based organization that inspires and prepares African Nova Scotian high school students for college, university and apprenticeship. Through mentorship, coaching, and wraparound supports, PREP equips students with the knowledge, skills, and confidence to successfully navigate their educational and professional journeys.

Our mission is to influence social and economic impact within the historic African Nova Scotian communities by increasing the number of students who are prepared for, and complete a postsecondary education.

### **About the Finance Committee**

The Finance Committee is a standing subcommittee of the Board of Directors of The PREP Academy and provides strategic financial guidance and recommendations to the Board and leadership team on matters relating to financial oversight, budgeting, internal controls, and long-term financial sustainability.

The Committee supports oversight related to:

- Financial reporting and audit readiness
- Budget development and financial planning
- Financial policies and internal controls
- Cash flow and organizational sustainability
- Safeguarding organizational assets

### **Organizational Context**

The PREP Academy became a registered charity in August 2025 and is continuing to strengthen its operational and financial infrastructure as the organization grows. Our fiscal year runs from July 1 - June 30. The organization is in the process of completing a financial/IT conversion, and will undergo its first financial audit this year.

PREP currently has an internal finance team consisting of a Manager, Finance & Operations (CPA) and a Finance & Administration Coordinator who oversee the organization's day-to-day financial operations, reporting, and administrative processes.

## **Ideal Experience & Qualifications**

The PREP Academy is currently seeking recommendations for 3 - 4 experienced professionals who may be interested in serving on the Finance Committee.

We are ideally looking for individuals with:

- Strong financial leadership and governance experience
- CPA designation and/or accounting background
- Experience in nonprofit financial management
- Expertise in budgeting, treasury, investment management, cash flow, or liquidity management
- Audit experience, particularly within nonprofit organizations
- Knowledge of financial systems or ERP platforms
- Strategic thinking and strong analytical skills

We would particularly welcome individuals who have served in senior finance leadership roles (e.g., Director, Senior Director, VP, CFO, or similar positions), as well as retired or near-retirement professionals interested in contributing their expertise to a mission-driven organization.

## **Time Commitment**

Finance Committee members serve as volunteers and participate without compensation.

The anticipated commitment includes:

- Attending approximately 4 virtual committee meetings annually
- Reviewing materials in advance of meetings
- Participating in occasional ad hoc consultations as needed

## **Term**

Finance Committee members are typically invited to serve an initial two-year term, with opportunities for renewal based on mutual interest and organizational needs.

## **Contribution**

Finance Committee members play an important role in strengthening PREP's financial governance, accountability, and long-term sustainability while supporting opportunities and outcomes for African Nova Scotian youth across the province.

## **Express Interest**

To express your interest, please share your resume by June 2, 2026 to [ashley@thepreacademy.ca](mailto:ashley@thepreacademy.ca)