



Devon Development Education
The Global Centre,
Exeter Community Centre
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www.globalcentredevon.org.uk

DDE/ Global Centre – information for prospective Treasurer

Devon Development Education, based at the Global Centre, works with schools and the general public across Devon, Plymouth and Torbay. We provide events, activities and resources which enable local people to learn more about the lives of people in other parts of the world, encouraging us all to become global citizens. Each year we work with teachers and pupils from more than 50 schools and hold a wide variety of community events.

Our **Mission** is to provide a wide range of global learning opportunities for communities and schools in the South West, which increase their knowledge and understanding of global issues and enable them to take appropriate action.

Our **Vision**: A fairer and more sustainable world.

We work through a number of projects; here are a few of our key ones:

- Telling Our Stories, Finding Our Roots. Devon's Multicultural History has researched and shared the history of migration and ethnic diversity in four Devon towns. www.tellingourstoriesdevon.org.uk
- Food for Thought links schools in the UK and Uganda, with a theme of food growing.
- Cultural Champions and Youth Cultural Champions trains people from different backgrounds living in Devon to run sessions giving an authentic, personal view of their culture.

We support school linking and offer professional development for teachers through the national Connecting Classrooms through Global Learning programme, and we run the Fairtrade Devon campaign for Devon County Council. Our regular community events range from a Global Book Club through regular lunchtime discussions to talks from university researchers.

Over the past year, DDE has responded to the issues revealed by the Black Lives Matter movement, supporting efforts to make school history curricular more inclusive, advising various local institutions on diversity matters and supporting People of Colour.

For more information about our activities visit our website: www.globalcentredevon.org.uk

DDE is a registered charity and also a company limited by guarantee. It is governed by a Board of Trustees, who for the purposes of company law are directors of the company. The Board currently has 7 members, including serving and former teachers, managers from various sectors, a retired lecturer and others. We have a core team of 5 part-time staff, some paid and some unpaid.

Our Annual Reports and Accounts can be viewed on the Charity Commission website.

DDE Treasurer: Role description and person specification

DDE is seeking to appoint a new Honorary Treasurer, who will join the Board of Trustees and provide strong financial management working with the staff team.

The Treasurer will keep a close eye on our day-to-day financial transactions, working with our volunteer bookkeeper. He/she will present financial reports at each Board meeting and advise the Board on the financial implications of plans and proposals. He/she will ensure that our accounting systems are consistent with good practice and prepare and present our annual accounts. The Treasurer is a full Board member and takes part in all discussions and decisions.

The Treasurer needs to have:

1. A basic understanding of accounting - balance sheets, debits and credits, accruals etc.
2. The ability to set out a basic Income & Expenditure Account
3. The ability to read and understand the Annual Accounts of the Charity and to discuss them with our inspectors and spot any errors.
4. Some experience of computer accountancy systems - we use QuickBooks but experience of another package would be acceptable: what matter is having some knowledge of the principles of these systems.
5. The ability to obtain, set up and present management accounting reports.
6. Some knowledge of management accounting, i.e. how overheads work and how they can be apportioned over projects; how to maximise the Unrestricted balances without infringing what is legal.

In addition, an interest in global issues and in education (in the broadest sense) will be an advantage.

We aim for a diverse Board and would particularly welcome young people and those from a black or minority ethnic background.

Before the coronavirus restrictions the Board met about every 8 weeks, 6-8 p.m., at the DDE office in St David's Hill, Exeter. Currently we are meeting for 1 hour per month by Zoom. The treasurer will also need to meet with staff every 2-3 weeks, either in at the DDE office or online. The estimated time needed in total is 1-2 hours per week.

You can find more information about the role of charity trustees on the Charity Commission website <http://www.charitycommission.gov.uk/trustees-staff-and-volunteers/trustee-role/becoming-a-trustee/>.

If you are interested in taking up the role of DDE Treasurer please contact Sue Kay, Chair of Trustees, for an informal discussion: s.kay@blueyonder.co.uk, 01392 204253, 07814 152577.

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