

### **DDE volunteer opportunity: Bookkeeper**

Devon Development Education is seeking a volunteer to help us with bookkeeping and general financial administration. You will work one half-day per week or one day per fortnight, ideally on a Monday, at the DDE office: The Global Centre, Exeter Community Centre, 17 St David's Hill, Exeter EX4 3RG. We're looking for someone with some knowledge and experience of bookkeeping. We use QuickBooks accounting software – if you are not already familiar with this we can provide training.

DDE 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. For more information visit our website [www.globalcentredevon.org.uk](http://www.globalcentredevon.org.uk), or find us on Facebook @globalcentre.

To express an interest in this role, or to find out more, contact us at [dde@globalcentredevon.org.uk](mailto:dde@globalcentredevon.org.uk), 01392 438811.