OHMI
Music-Making for People with Physical Disabilities

Part-Time Finance Officer (Remote) The **OHMI Trust**
Location: Remote (UK-based)
Hours: Part-time, 7.5 hours per week (flexible) (0.2 FTE)
Salary: £28,000–£31,676 FTE (pro rata, depending on experience)
Contract: Permanent

About OHMI Trust

The OHMI Trust is a charitable organisation dedicated to creating opportunities for disabled musicians by supporting the development and adaptation of musical instruments and advocating for inclusivity within music-making. We work with musicians, instrument makers, educators, and partners across the UK and internationally to remove barriers to participation in music.

The Role

We are seeking a highly organised and detail-oriented **Finance Officer** to support the financial management of the Trust. This is an excellent opportunity for an experienced finance professional who enjoys working independently and contributing to the success of a purpose-driven organisation.

Working remotely, with occasional in person team meetings, and reporting to the General Manager and Trustees, you will be responsible for the day-to-day financial administration of the charity, ensuring accurate financial records, compliance with charity and accounting regulations, and providing timely financial information to support decision-making.

Key Responsibilities

- Maintain accurate financial records and bookkeeping.
- Process purchase invoices, payments, expenses, and income transactions (c. 100 transactions per month).
- Reconcile bank accounts and monitor cash flow.
- Prepare monthly management accounts and financial reports.
- Support the preparation of annual budgets and forecasts.
- Assist with year-end accounts and liaise with independent examiners/auditors.
- Manage payroll and pension administration (or oversee outsourced providers).
- Maintain grant income and expenditure records, ensuring compliance with funder requirements.
- Prepare Gift Aid claims where applicable.

- Support Charity Commission and OSCR financial reporting requirements.
- Provide financial information and reports for Trustee meetings.
- Ensure financial policies and procedures are followed and updated as required.
- Other duties to support the work of the organisation as required.

About You

Essential

- Strong financial reporting skills and understanding of financial controls and compliance requirements, with experience in a finance, bookkeeping, or accounting role.
- Excellent attention to detail and organisational abilities, able to work independently and manage competing priorities.
- Excellent team working skills.
- Experience using Excel and accounting software such as Xero, QuickBooks, or Sage.

Desirable:

- AAT qualified, part-qualified accountant, or equivalent experience.
- Experience working within the charity or not-for-profit sector.
- Knowledge of Charity Commission reporting and fund accounting.
- Payroll experience.
- Experience supporting Boards or Trustees with financial information.

What We Offer

- Fully remote and flexible working.
- Opportunity to make a meaningful impact within a respected arts and disability charity.
- Supportive and collaborative working environment.
- Flexible scheduling to fit around other commitments.

How to Apply

Please submit:

- Your CV; and
- A covering letter outlining how your experience meets the requirements of the role.

Applications should be sent to rachel@ohmi.org.uk by Sunday 11th October 2026 at midnight.

Interviews for successful applicants will be held online on Monday 19th October 2026. You will be notified by 13th October if you have been shortlisted.

The OHMI Trust is committed to equality, diversity, and inclusion and welcomes applications from candidates of all backgrounds. We particularly encourage applications from disabled people and those under-represented in the arts and charity sectors.