

**PA/Secretary**

**About LGPS Central Limited**

LGPS Central Ltd (LGPSC) is the FCA-regulated asset manager for nine local authority pension funds across the Midlands. Our Partner Funds are the Cheshire Pension Fund, Derbyshire Pension Fund, Leicestershire Pension Fund, Nottinghamshire Pension Fund, Shropshire Pension Fund, Staffordshire Pension Fund, West Midlands Passenger Transport Pension Fund, and the West Midlands Pension Fund.

Together our Partner Funds own c£45bn of assets invested on behalf of 950,000 scheme members across 2,300 participating employers. A key objective of LGPS Central Ltd is to improve net investment returns after costs; to enable access to a wider range of asset classes for participating Partner Funds; and to ensure good governance.

Our objective is to be a leading investment management company working exclusively with and for our Partner Funds. With a focus on value for money and performance we want to aspire to be one of the best because this is how we will deliver the investment returns and low costs that our Partner Funds are seeking.

LGPS Central Limited is now seeking to hire an experienced **PA/Secretary** to be based in LGPS Central Limited’s Wolverhampton office.

**The role**

Duties include providing PA support to the DCEO and CIO of the company and also supporting the PA to the CEO and Chair of LGPS Central Limited.

This is a role which offers plenty of variety, an opportunity to learn and develop, and above all play a crucial and important part in meeting our objectives.

This is an exciting opportunity for an experienced candidate who enjoys working in a team and would like to join a company which values customer focus as a high priority as well as staff development.

**We are a diverse and inclusive employer and would welcome interest from all sections of the community.**

**A more detailed Job Description is attached.**

If you are interested in applying for this role, please forward your CV with a covering letter to recruitment@lgpscentral.co.uk, quoting reference **PA/Secretary,** highlighting your key strengths and experience in relation to the job profile.