



## **PA / Secretary**

### **About the role**

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

Duties include providing PA support to the Deputy CEO and Chief Investment Officer of the Company and supporting the PA to the CEO and Chair of LGPS Central Limited.

This is a role which offers plenty of variety in a fast-paced environment, 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](mailto:recruitment@lgpscentral.co.uk), quoting reference **PA / Secretary**, highlighting your key strengths and experience in relation to the job profile.

### **About LGPS Central Limited**

LGPS Central Limited is a fund management company, regulated by the Financial Conduct Authority (FCA), managing the pooled assets of eight Midlands-based local government pension funds.

These pension funds have combined assets of approximately £45bn, and represent the retirement savings of approximately 1 million scheme members across over 2,000 employers.

LGPS Central Limited is owned equally by the pension funds and is dedicated to the management of local government pension assets. The aim of the Company is to use the combined buying power of its Partner Funds to reduce costs, improve investment returns and widen the range of available asset classes for investment – all for the benefit of local government pensioners, employees and employers.

We are also committed to fully integrating Responsible Investment and Engagement into all our investment processes.