



About LGPS Central Limited

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

With combined assets of approximately £45bn, and representing the retirement savings of approximately 1 million scheme members across over 2000 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.

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

LGPS Central Limited is now seeking to hire a Paralegal to be based in LGPS Central Limited's Wolverhampton office.

The Role

Paralegal

Salary from £25,000 plus benefits

We are looking to recruit a Paralegal based in the Midlands. You will have some experience working of working in financial services.

The role will suit a candidate who has been working as a Paralegal looking to develop their experience in a busy but collegiate team that is working in a face paced environment.

You will be providing first line support to internal teams and will have regular exposure to senior stakeholders within the business. You will work closely with the wider legal team and will be involved in interesting and varied projects working across the investment and non-investment teams as well as third parties.

You can expect to gain further experience on all aspects of corporate law and legal asset management matters. Matters you will assist on are likely to include:

- Under supervision, managing and executing transactions undertaken by the LGPS Central Legal team.

- drafting and/or reviewing client facing and third-party documentation (such as loan, capital markets and security documents, NDA's).
- liaising with the LGPS Central external counsel and other infrastructure functions such as risk, operations, finance, and compliance.
- Working collaboratively and providing input to new and existing policies and procedures to ensure that any changes to processes are within the permitted legal and regulatory framework.
- Providing support, as required, in relation to other matters being worked on by the LGPS Legal team, including regulatory change impacting the LGPS Central businesses and any structural reform.
- Providing secretarial and administrative support.
- Preparing documentation for attendance at Committee's and meetings.
- Maintaining the filing system, both electronic and hardcopy.
- Preparation and organisation of all required materials for internal and external meetings.
- Dealing with telephone requests and queries, responding directly, or directing callers to the appropriate team member. Screening and sorting of mail into order of priority for lawyers.

The successful candidate is expected to use a high degree of self-management and initiative and have a responsive and proactive approach.

If you are interested in applying for this position, please send your CV with a covering letter, demonstrating why you have the skills to perform this role, to recruitment@lgpscentral.co.uk.