

London Pensions Fund Authority

Executive Assistant to CEO & CoS, LPFA

Competitive salary & benefits depending on experience



The largest Local Government Pension Scheme (LGPS) provider in London, with around £7 billion of assets and 124 active employers is now looking for an exceptional Executive Assistant to the Chief Executive Officer & Chief of Staff, to provide comprehensive, proactive and confidential executive support with direct ownership of various office duties. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

As an Executive Assistant to CEO & CoS, the post holder will be expected to complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organisation, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and wider stakeholders; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and any other business support duties as directed by the CEO or CoS and at times, board members and or relevant committees.

LPFA's aim is to deliver LGPS pension services to a high quality and in a cost effective and efficient manner and you will have an opportunity to join a dynamic and engaged team dedicated to LPFA's success and its members and employers.

Background and experience: You will be an experienced and organised professional having worked in a regulated environment, ideally with experience in financial services or the pensions industry. We are looking for candidates who can demonstrate high level of professionalism and integrity with an appreciation for the importance of discretion when handling sensitive and confidential information. You must be an excellent communicator with good interpersonal skills, both written and verbal. Maintaining excellent working relationships with key stakeholders is an important element of this role and you must demonstrate experience of developing and maintaining effective partnership working with a wide range of internal and external stakeholders.

How to apply: Please send your application to: recruitment@lpfa.org.uk . Applications should take the form of a CV and covering letter (max two pages) setting out your suitability for the role.

The deadline for applications is 7 January at 5:00pm. All candidates are also requested to complete an Equality and Diversity Monitoring Form.

Personal Data: LPFA has a legitimate interest in processing personal data during the recruitment process and for keeping record of the process. LPFA will treat all personal data in line with their GDPR policies. For more information about LPFA and full candidate pack details please visit our website <https://www.lpfa.org.uk/our-story/work-us>