

Vacancy: **Deputy Board Secretary**
Reference: DBS17-1
Team: Corporate Governance Team
Location: Union Street, London
Salary: Dependent on Skills, Qualifications and Experience

The role

Local Pensions Partnership (LPP) are seeking an ICSA qualified Deputy Board Secretary to join a dedicated Corporate Governance Team to delivering best practice and innovative Company Secretarial and Governance support.

Reporting into the Head of Governance, you lead in the delivery of team objectives in the areas of Board and Committee management, subsidiary management, project management of change projects and development of internal governance. This role is key to ensuring that LPP Group is managing subsidiaries in line with the corporate governance best practice and FCA expectations.

You will have gained relevant company secretarial experience supporting Boards and Committees to a high professional standard and have experience of subsidiary management. The ability to both plan and prioritise a demanding multi-disciplined workload is essential. In this small hard working team, you will need the ability to work under pressure, be pro-active and a lateral thinker.

How to Apply:

You can apply for this role by submitting a CV and **covering letter confirming your current remuneration package**.

Please note that as part of the recruitment process, candidates may be invited to complete both ability and psychometric assessments and will receive feedback.

We regret that we will only be able to respond to successful applicants.

Applications should be sent ideally by email to careers@localpensionspartnership.org.uk or to the HR team based at LPP, 2nd Floor 169 Union Street, London, SE1 0LL by the closing date below. For any questions around applying and/or further details in relation to the position please do not hesitate to contact the HR team on 0207-369-6030

Closing date for applications: We invite all applicants to apply **as soon as possible** and please note that the campaign will close when sufficient applications have been received.

Interviews dates: TBC

LPP is keen to promote a diverse workforce to maximise our ability to provide quality services to all our customers. All applicants who are known to be disabled and who meet the minimum criteria for the role will progress to the next stage of the recruitment process.

