

Job Specification – Business Control



ING's purpose is 'Empowering people to stay a step ahead in life and in business'. Every ING colleague is given the opportunity to contribute to that vision. We champion self-reliance and foster a collaborative and innovative culture. The Orange Code is our global manifesto for how we stay true to our purpose and our tradition of reinvention and empowerment. It is made up of **ING Values** (we are honest; we are prudent; we are responsible) and **ING Behaviours**: (you take it on and make it happen; you help others to be successful; you are always a step ahead). For us, success will only be achieved if we act with **Integrity**.

Some companies see diversity as a box to be ticked. We see it as fundamental to our success and we encourage a proper work/life balance. At ING, you'll only be judged on your performance in line with the Orange Code. And that's a promise.

Core Information

Job Title:	Business Control Intern
Business/Function:	1st Line of Defence Business Control
Department:	CAO / Business Control
Line Manager:	Timea Markosova
Core Hours of Work:	Full Time 9.00am – 5.00pm
Internship Programme	9 month paid internship programme running from September 2020 to June 2021
Status:	Temporary
Required start date:	September 2020

Job Specification

Overview:

This is not just a role in the 1st Line of Defence Business Control function, this is an internship programme. You will be required to participate in organising charity and social events taking place in the bank as a team. You will also get a lot of support in learning about Wholesale Banking and laying the foundations for a professional future career. We are looking for an enthusiastic team player to get involved with all of the intern tasks.

This is a relatively new function being put in place in the 1st Line of Defence to help support, guide and co-ordinate UK Management (CEO/CAO and local value chain heads) in ensuring that Non-Financial Risks the UK Region are exposed too are recognised, owned and managed at an acceptable level in a standardised and integrated way.

Main Duties and Responsibilities of Role

- Support Key Control Testing
- Support the roll out of control frameworks to ensure a robust/effective /co-ordinated/communicated approach exists as to how the UK can manage its Internal Control Environment.
- Ensure testing is clear and evidenced in iRisk (in conjunction with 2LOD input / challenge)
- Support other team members ensure planning and facilitation of Risk Mitigation
- Support the team in monthly activities, for example, UK CAO Forum, Agenda and Paper preparation.
- Ad hoc activities as required
- Working with the rest of the interns to put together 'meet the manager' sessions amongst the managers, networking events and product sessions.
- Thinking of ideas for charity events for the London office and taking them on and making them happen!



Career Potential

This role provides an excellent opportunity to gain an introduction to working within a internal Risk and Control Function. The team interacts with a number of departments within London Branch and therefore offers wider learning about the organisation.

Candidate Profile

Qualification/Education:

Essential: A recent graduate, or someone who is on a gap or sandwich year.

Experience/Knowledge

Essential: No prior experience necessary – training to be provided.

Desirable: Interest in Financial Services including Risk Management

Personal Competencies

Essential:

- Organised and detailed orientated, able to analyse and work with data.
- Ability to execute tasks independently and manage/prioritize workload.
- Professional and confident manner.
- Good verbal and written communication skills.
- Good interpersonal skills, tact and diplomacy.
- Good PC skills, including a working knowledge of Excel, Word, Outlook.
- A team player who can develop strong relationships with internal clients and colleagues.
- Good communication and interpersonal skills are required both for interaction between team members and customers.
- Someone with a professional and confident manner.
- Good verbal and written communication skills.
- Approachable and friendly.
- An organised and details orientated individual.
- Willingness to work in an Agile environment.

Click [here](#) to find out further information on this intern programme and how to apply