



## Job Specification – Finance Business Services Intern



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

<b>Job Title:</b>	Finance Business Services Intern
<b>Business/Function:</b>	Wholesale Banking
<b>Department:</b>	Finance Business Services
<b>Line Manager:</b>	Tania Roberts
<b>Core Hours of Work:</b>	Full Time 9.00am – 5.00pm
<b>Internship Programme</b>	9 month paid internship programme running from September 2020 to June 2021
<b>Status:</b>	Temporary
<b>Required start date:</b>	September 2020

### Job Specification

#### Overview:

This is not just a role in the Finance Business Services department, 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 stuck into all of the intern tasks.

The Finance Business Service team are responsible for the processing and accounting for vendor invoices and employee expense claims on both the London and Dubai Ledgers; ensuring that all documents are processed in an accurate and timely manner and that only valid, authorised, transactions are undertaken and reflected in the Banks financial accounting records. The team works in close cooperation with colleagues in the Finance department and business support personnel.

### Main Duties and Responsibilities of Role

Process transactions into the Banks financial applications, performing checks for validity, accuracy and authorisation, in order to preserve the integrity of the data, in line with internal and external regulatory and statutory requirements. In particular:

- Process multicurrency Vendor invoices and submit for workflow approval.
- Process Vendor invoices and match to purchase orders.
- Process Vendor and Client invoices relating to reimbursable Legal fees.
- Process currency wash VAT journals via the General Ledger.



- Process client receipt journals via the General Ledger.
- Process daily bank journals via the General Ledger.
- Assist with the daily reconciliation of London Branch bank accounts.
- Assist with month end balance sheet reconciliations.
- Assist with the production of monthly management information providing statistical data on payments, supplier spend and exceptional transactions.
- Performing additional tasks and responsibilities as agreed.
- Submitting ideas and organising 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 Finance and Finance Business Services. The Finance function interacts with all business units within London Branch and is therefore a learning opportunity and introduction to these areas.

### 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.

#### Personal Competencies

**Essential:** A self-starter.  
Professional and confident manner.  
Good verbal and written communication skills.  
Ability and enthusiasm to learn new skills.  
Well organised and detailed orientated.  
Approachable and friendly.  
Someone who will also play a big part in the intern team and represent the Finance Department well.

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