

Job Specification – Finance 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

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| Job Title: | Finance Intern |
| Business/Function: | Wholesale Banking |
| Department: | Finance |
| Line Manager: | Alex Glister |
| 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:

The applicant would be working within the UK Cost Control, Reporting and Management Information Team, with scope for interaction across the Finance function up to the Head of Finance, and Business Managers from all Functions and Products.

They would be expected to participate in and undertake a broad range of tasks, ranging from the monthly deliverables such as accrual processing, expense analytical review and investigation, periodic tasks such as the Forecast and quarterly reporting, and 'project' based work when required.

The team currently consists of 4 FTEs of varying levels of experience, all of which are keen to offer support, assistance and training where required.

Main Duties and Responsibilities of Role

- Working as part of a dedicated team to ensure monthly, quarterly and period deliverables are produced in a timely manner to a high level of accuracy, whilst gaining knowledge and experience to assist in personal and professional development and career advancement.
- 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 Finance function.



Candidate Profile

Qualification/Education

Essential: A recent graduate or looking to do a university placement year.

Experience/Knowledge

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

Desirable: A passion for Finance.

Personal Competencies

Essential: Someone who can work well as part of a team as well as own initiative, good time keeper and well organised.
Good communication and interpersonal skills are required both for interaction between team members and customers.
Good PC skills, including a working knowledge of Word, Excel & Outlook.
Someone with a professional and confident manner.
Good verbal and written communication skills.
Approachable and friendly.
An organised and details orientated individual.
A team player who has the ability to develop strong relationships with clients, candidates and colleagues.
Someone who will also play a big part in the intern team and represent the department well.
Proactive.
Professionalism.
Ability to execute tasks independently and manage/prioritize workload.
Willingness to learn.

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