

Job Specification – Tax Operations Support 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

Job Title:	Tax Operations Support Intern
Business/Function:	Wholesale Banking, London Branch
Department:	Tax Operations
Line Manager:	Adrienne Redrup - Head of Tax Operations
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:

ING UK businesses are subject to numerous operational tax regimes including US Withholding Tax and Reporting, FATCA, CRS, DAC 6 and transaction taxes in certain markets where they have transactional activity (i.e. UK, Ireland, France and Italy). These are diverse businesses and compliance with these regimes requires a robust governance framework supported by fully documented processes and procedures which must be regularly reviewed and updated. Key controls must be established and adherence to the key controls and processes is achieved by the Head of Tax Operations providing daily oversight across the function to maintain a robust control framework.

The role is primarily an important support for the Head of Tax Operations as the annual regulatory reporting begins in November and completes in August which fits very well into the internship period as there will be significant on-the-job learning commencing in September and extending through to June 2021.

Main Duties and Responsibilities of Role

Initially you will need to learn key aspects behind the role i.e. US Withholding, FATCA, CRS, Transaction Taxes and to familiarise yourself with the various support functions within CSD and their associated governance, systems and processes which will enable you to perform the main roles and responsibilities e.g.

- Support in reviewing and updating current processes and procedures
- Support in providing evidence for the bi-annual key control testing
- Support in extracting data for the preparation of the regulatory returns to the US and UK tax authorities



There should be opportunities to be involved in other projects/initiatives being undertaken by the line manager as this is a demanding role undertaken in a dynamic and rapidly changing regulatory environment. Involvement may include:

- Taking on some tasks towards project deliverables
- Maintaining and managing backlogs (task lists)
- Other such ad-hoc tasks as required within CSD
- Working with the Bankwide Tax Operations team in the Netherlands
- 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 the Tax Operations function and will provide exposure to core business areas such as FM Operations, CSD FM, CSD Lending and Payments Cash Management. The business is evolving its OAWOW (One Agile Way of Working) principals which are based on the Agile methodology and has been adapted by ING to ensure continuous improvement and more timely delivery towards the client. The role gives opportunity to be involved in key areas of the London Business but also to work collaboratively with colleagues in other locations.

Candidate Profile

Qualification/Education

Essential: A recent graduate or looking to do a university placement year (preferably with a related subject i.e. business).

Experience/Knowledge

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

Desirable: A good working knowledge of Excel, PowerPoint and Word.

Personal Competencies

Essential: Excellent written and verbal communication skills
Enthusiastic, proactive and well organised
Good analytical skills and likes working with spreadsheets
Adaptable and keen to learn
Someone who can work well as part of a team as well as own initiative
Good time keeper and well organised.
A team player who has the ability to develop strong relationships with colleagues.
Someone who will also play a big part in the intern team and represent the department well.
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