



Job Specification – Finance Business Services Intern



ING is a global bank with a strong European base. Our over 56,000 employees serve around 38.8 million customers, corporate clients and financial institutions in over 40 countries. Our purpose is to empower people to stay a step ahead in life and in business. This purpose guides us in everything we do.

Our products include savings, payments, investments, loans and mortgages in most of our retail markets. For our Wholesale Banking clients, we provide specialised lending, tailored corporate finance, debt and equity market solutions, payments & cash management and trade and treasury services. Customer experience is what differentiates us and we're continuously innovating to improve it. We also partner with others to bring disruptive ideas to market faster.

'Do your thing' is our new brand direction and our first global tagline. It articulates our purpose and our promise to make banking frictionless. It's about encouraging people to do more of the things that move them and their business. 'Do your thing' is not about irresponsible behaviour but about people being free to live the life they want to live, knowing that they will make their world a little better for it.

Job Title:	Finance Business Services Intern
Business/Function:	Wholesale Banking – Finance Business Services
Line Manager:	Tania Roberts
Core Hours of Work:	Full Time – 9.00 am – 5.00 pm
Duration	9 month paid internship programme running from October 2021 to June 2022
Status:	Temporary
Required start date	October 2021

Job Description

The ING London Internship Programme: A structured programme aimed at university students and recent graduates. The programme will offer first-hand experience of what a career at ING is like by giving you an opportunity to observe and get involved in the day to day running of the business. An internship at ING will allow you to explore your interests and develop your professional skills and capabilities.

Job Responsibilities

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
- Working with the rest of the interns to put together “meet the manager” sessions amongst the managers, networking events and product sessions
- Actively participate in volunteering opportunities available through ING's charity partnership initiatives
- Think of ideas for charity events for the London office and take them on and making them happen!

Your Work Environment

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.

Career Potential

This role provides an excellent opportunity to gain an introduction to working within the department, with the potential to apply for permanent roles as available.

Who Are We Looking For?

Required Skills

Essential

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

Must have the right to work in the UK for the whole duration of the proposed internship.

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.

What Type Of People Are We Looking For

Creating a differentiating experience starts with ING's culture: entrepreneurial, open, collaborative, innovative and energetic. Who we are and how we work are set out in our Orange Code. Our values are the non-negotiable promises we make to the world. The principles we stick to no matter what are: we are honest, we are prudent, and we are responsible. Our behaviours are the commitments we make to each other and the standards by which we measure performance. These behaviours are what set us apart. We are looking for people who apply these behaviours: you take it on and make it happen, you help others to be successful and you are always a step ahead.

With integrity above all, the Orange Code is our manifesto describing the values and behaviours that define us and what it means to be ING.

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