

Job Specification – Legal 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:	Legal Intern
Business/Function:	Wholesale Banking, Legal
Line Manager:	Delphine Joly
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.

This is not just a role in the Legal Department, this is an internship programme. As well as participating as a member of the Legal Department, you will be required to participate in organising charity and social events taking place in the bank as part of 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 the intern tasks.

Job Responsibilities

The role will be fully integrated into the legal team and will carry out activities such as:

- Reviewing documentation.
- Assisting with the preparation of powers of attorney and other internal legal documents
- Assisting with the organisation of events for the Legal Department
- Assisting with the preparation of training and other presentations
- Assisting with the updating of the legal page on the intranet
- Dealing with and resolving general queries
- Carrying out legal and other research
- Attending meetings and writing up board minutes
- Attending internal and external courses
- Participating in team meetings and conference calls
- Providing general assistance to the legal team as and when required

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

Your Work Environment

The Legal Department currently consists of 13 people providing general English legal advice and support for ING’s business in London and globally, focusing on transactional support for the Wholesale Banking and Structured Finance, Financial Markets and Corporate Finance businesses.

Career Potential

This role provides an excellent opportunity to gain an introduction to working within a legal environment. The internship is designed to give an insight into what life is like as a trainee working in a law firm by replicating the rotational structure adopted by most law firms. The legal intern will rotate around different departments throughout ING by supporting the lawyers working in those departments.

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 candidate who is interested in making a career in the law and who is either studying towards or has achieved an undergraduate law degree or who has achieved a non-law undergraduate degree and is studying towards or has achieved a graduate diploma in law (GDL).

Skills

Someone who can work well as part of a team and on their own initiative, good timekeeper and well organised

Good communication and interpersonal skills are required both for interaction with 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 detail-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 Legal Department well

Proactive

Professionalism

A self-starter

Enthusiastic

Ability to execute tasks independently and manage/prioritize workload

Willingness to learn

No experience necessary – training to be provided.

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 sets 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