



Job Specification – KYC Expert Team Support Intern



ING is a global bank with a strong European base. Our over 57,000 employees serve around 38 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.

Wholesale Banking has a sector-focused client business in lending, Capital structuring and advisory, transaction services, sustainable finance solutions and financial markets.

'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:	KYC Expert Team Support Intern
Business/Function:	Wholesale Banking, London Branch
Line Manager:	Matyas Kleofasz – Head of UK KYC Expert Team
Core Hours of Work:	Full Time – 9.00 am – 5.00 pm
Duration	9 month paid internship programme running from October 2022 to July 2023
Status:	Temporary
Required start date	October 2022

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

Initially you will need to learn key aspects behind the role – Know Your Customer (KYC) and Transaction Monitoring (TM) – and to familiarise yourself with the various teams within the wider KYC Operations department (including KYC Expert Team) and their associated governance, systems and processes which will enable you to perform the main roles and responsibilities:

- Support the KYC Management Information (MI) Specialist in performing his daily / weekly / monthly role in the production, review, verification and distribution of key KYC MI data for London branch and the UK KYC Lead. This includes information on progress of 2022 KYC review files, new onboarding requests and offboarding information etc.
- Support the KYC Expert Team Lead in performing his daily / weekly / monthly review of MI produced centrally re. TM for London branch;
- Support in reviewing and updating current processes and procedures; and
- Support in providing evidence for the annual key control testing for all applicable KYC controls.

There will also be opportunities to be involved in other projects/initiatives being undertaken by the KYC Expert Team or the wider KYC Operations team as this is a demanding role undertaken in a dynamic and rapidly changing regulatory environment.

In addition

- 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

Financial and economic crime comes in many forms, such as money-laundering, corruption, terrorist financing, insider trading and non-compliance with sanctions. Preventing these crimes from taking place within ING is one of our priorities, as they can harm confidence in the financial system. As a gatekeeper to the financial system, ING plays a crucial role in detecting and preventing criminal cash flows. The KYC Policy outlines the requirements and internal control objectives to ensure group and bank-wide compliance with laws and regulations relating to knowing our customers and business partners and mitigate the risks of financial economic crimes, tax offenses and environmental or social violations committed by or through our customers and business partners. The wider KYC Operations team is amongst the business units primarily responsible to ensure compliance in the KYC space.

By supporting the MI specialist in his regular activities, this role is considered essential to help the UK KYC Lead by providing relevant, accurate and timely information on the KYC portfolio for ING UK London branch in order to manage the risks of financial and economic crimes inherent in the UK client base.

Career Potential

This role provides an excellent opportunity to gain an introduction to working within the wider KYC Operations function and will provide exposure to understand some of the most important regulatory responsibilities London branch faces in its fight against financial and economic crime. The organisation is evolving its 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 and to work collaboratively with colleagues in the branch 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

Excellent written and verbal communication skills

Good PC skills, including an excellent working knowledge of Word, PowerPoint and most importantly Excel

Good analytical skills and like to work with spreadsheets

Have an interest in working with qualitative data

An organised and details orientated individual

Ability to execute tasks independently and manage/prioritize workload

Proactive and have a willingness to learn

Good communication and interpersonal skills for interaction between team members and staff

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

Someone with a professional and confident manner

Approachable and friendly

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

Desirable

Excellent Excel skills with focus on dealing with large size spreadsheets

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