



Job Specification – Real Estate Finance 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.

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| Job Title: | Real Estate Finance Intern |
| Business/Function: | Real Estate Finance (REF) |
| Line Manager: | Julian Christopher |
| 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

- Assisting ING Real Estate Finance UK's (REF UK) Portfolio and Business Manager to prepare for the periodic internal audit.
- Find and provide evidence to external auditors and internal testers for interim audits, control testing, SOX testing, etc.
- Deal with client audit letters (tend to be concentrated around the early part of the year)
- Weekly/Monthly check of portfolio reports and follow up any DQ issues
- Chase unpaid recharge invoices - very occasionally
- Updating pipelines in conjunction with the team
- Check GDPR compliance
- Assist deal team with ongoing portfolio management and ad hoc information requests
- Follow Reg/Ops/PM closely and learn

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!

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

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.

Desirable

Previous experience of working in an operations role will be beneficial. Important to have an enquiring attitude with a constructive and problem solving approach.

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