



Job Specification – Compliance Intern



ING is a global bank with a strong European base. Our over 60,000 employees serve around 37 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.

For our Wholesale Banking clients we provide specialised lending, tailored corporate finance, debt and equity market solutions, sustainable finance solutions, payments & cash management and trade and treasury services.

'Do your thing' is our brand direction and ING's first global tagline. It is how we articulate our purpose and our promise to make banking frictionless to the world. '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:	Compliance Intern
Business/Function:	UK Compliance
Line Manager:	Lisa Walker
Core Hours of Work:	Full Time – 9.00 am – 5.00pm
Duration	12 month paid internship programme running from September 2024 to September 2025
Status:	Temporary
Required start date	September 2024

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

Conduct Compliance & Ethics

- Communication Monitoring – Second line review of market abuse and conduct alerts generated from our surveillance system. Maintain the communication surveillance procedures which includes the maintenance of monitoring population and key word population.
- Processing US WFH outside the UK applications, Transfer forms and performing Personal Account Dealing contract notes controls.
- Reviewing and responding to queries in the compliance inbox.
- Assist with the Compliance processes for joiners and leavers, including FCA registrations for Certified Persons and Senior Manager Function holders.
- Responsible for ensuring relevant employees are supported with any external training required for their Certified Persons status.
- Assist Compliance Officer with conflict checks in relation to Personal Account Dealing and Outside Interests.
- Assist with preparing and delivering training for 'Above the Wall', 'Attributed Function' staff and Annual Compliance Refresher training.
- Involvement in ad hoc projects.

Integrated Compliance

- Produce communication on policies, guidance documents and procedures, regulatory horizon scanning and maintain UK Compliance intranet.
- Planning and Coordination for Compliance Function.
- Produce periodic Management Information, Data & Dashboards.
- Maintain training records, reminders and deliver training.

Financial Crime Compliance

- Obtain a thorough understanding of the FEC monitoring reports and their importance in combatting money laundering and be able to perform the required checks independently.

General

- Providing support for other roles within the Compliance Department as needed, e.g. helping with thematic reviews, reporting, Compliance Regulatory Review preparation and taking minutes at the Compliance department meeting.
- Preparing the necessary MI.
- Reviewing existing business practices to look for sourcing and reassignment opportunities.
- Coordinate effectively with key stakeholders, incl. Front Office, Corporate and Wholesale Banking Compliance, and Internal Audit.
- Dialogue - as required - with ING IT and external vendors on any system-specific questions.

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

UK Region Compliance is responsible for the provision of compliance support and expertise to the Wholesale Banking business based in the UK Region covering London and the Middle East. Key responsibilities include ensuring the business meets Bank Charter and Framework deliverables; providing proactive compliance advice to the business; monitoring of compliance risks; delivery of compliance training and active involvement in the identification and mitigation of compliance risk indicators.

We value and encourage people to take responsibility for their tasks, and to constantly seek out new ways of being a strategic partner to the business.

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 timekeeper, proactive and well organised.

Someone with a professional and confident manner, approachable and friendly.

Good communication and interpersonal skills are required both for interaction between team members and internal stakeholders.

Good PC skills, including a working knowledge of Word, Excel & Outlook

Approachable and friendly.

Willingness to learn.

Someone who will also play a big part in the intern team and represent the department well.

Desirable

Relevant industry qualifications

Experience / knowledge of:

- UK regulatory environment, especially the roles of the Bank of England, Prudential Regulation Authority (PRA) and the Financial Conduct Authority (FCA)
- Role of Compliance in supporting an institution
- Non-Financial Risk factors
- Legal / Audit / Quality Assurance activities
- An interest in RegTech

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