



## Job Specification – Finance Business Services 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.

<b>Job Title:</b>	Finance Business Services Intern
<b>Business/Function:</b>	Wholesale Banking – Finance Business Services
<b>Line Manager:</b>	Tina O'Sullivan
<b>Core Hours of Work:</b>	Full Time – 9.00 am – 5.00pm
<b>Duration</b>	12 month paid internship programme running from September 2024 to September 2025
<b>Status:</b>	Temporary
<b>Required start date</b>	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

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 Supplier invoices and submit for workflow approval.
- Process Supplier Invoices and match to purchase orders.
- Process Supplier and Client invoices relating to reimbursable Legal fees.
- Process currency wash VAT journals via the General Ledger.
- Process Client receipts via Accounts Receivables.
- Process Intercompany receipt journals via the General Ledger.
- Process daily bank journals for FX and Funding 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.

### 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

The Finance Business Service team are responsible for the processing and accounting for supplier 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.

Someone who can work well as part of a team as well as own initiative, good timekeeper 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. Someone who will also play a big part in the intern team and represent the department well.

Proactive.

Willingness to learn.

### 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