



Job Specification – Finance 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:	Finance Intern
Business/Function:	Finance
Line Manager:	Joshua Anukem
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

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:

- Assist with financial data analysis and reporting.
- Assist with financial data entry, reconciliation and maintaining financial records
- Support the preparation of financial statements, including balance sheets and income statements.
- Assist in the analysis of financial data to identify variances to support business managers.
- Participate in the budgeting and forecasting process.
- Provide administrative support to the finance and accounting team as needed.

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

Overview:

The applicant would be working within the UK Cost Control, Reporting and Management Information Team, with scope for interaction across the Finance function up to the Head of Finance, and Business Managers from all Functions and Products.

They would be expected to participate in and undertake a broad range of tasks, ranging from the monthly deliverables such as accrual processing, expense analytical review and investigation, periodic tasks such as the Forecast and quarterly reporting, and

'project' based work when required.

The team currently consists of 4 FTEs of varying levels of experience, all of which are keen to offer support, assistance and training where required.

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.

Candidate Profile

Qualification/Education

Essential: A recent graduate or looking to do a university placement year.

Experience/Knowledge

Essential: No prior experience necessary – training to be provided.

Desirable: A passion for Finance.

Personal Competencies

Essential: 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.

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