



ING Graduate Programme 2026 – Human Resources

At ING, we believe success will be achieved if we follow 3 key principles:

We are collaborative: Your ideas are welcome. Together, we solve complex problems to deliver the best solutions for our clients.

We are flexible: Flexibility drives productivity – everyone works differently. We trust our people to make the right choices, act with integrity and deliver optimal performance.

We are impactful: We are connectors, innovators and pioneers. We provide our clients with the expertise they need to fuel their growth and transition to a sustainable future.

Our **Graduate Programme** is designed for ambitious individuals who want to shape the future of banking while developing their skills in a dynamic, international environment. Our Early Careers offerings are built to ignite your passion and accelerate your professional and personal growth.

The **ING UK Graduate Programme** will provide you with hands-on experience and broad exposure to the banking world over 12 months. You will work as an integral part of a team, helping to deliver impactful solutions for ING in a specific department. We offer opportunities across three streams:

- Financial Markets – Sales and Trading
- Front Office – Capital Markets advisory and Corporate Banking
- Support & Control functions

Human Resources

The ING London Graduate 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. This programme at ING will allow you to explore your interests and develop your professional skills and capabilities.

This role provides hands-on experience within the UK HR People Services team supporting a wide range of HR Operations across the employee lifecycle. The position is part of the London based Local People Services team and is supported by the Central People Services team located in Manila. The team provide HR support across the United Kingdom, the United Arab Emirates and the Kingdom of Saudi Arabia.

General Operational & HR Administration

- Managing incoming HR queries via:
 - ServiceNow
 - The HR Outlook mailbox
- Monitor and action tasks in the Workday inbox
- Support casework including hires, leave of absence (maternity, shared parental leave) and short-term assignments
- Complete Workday transactions related to:
 - time off
 - cost centres
 - Organisational changes
 - Global Job Architecture codes updates

ING Privacy Notice

In order to operate ING's recruitment process, we will collect and store personal data you provide. Please request the privacy statement should you wish to understand how ING UK uses and protects this information and visit our website for more information.

- Other employee data updates
- Carry out pre-employment screening and in employment rescreening
- Undertake right to work checks in accordance with UK legislation
- Assist with continuous process improvement reviews across the People Services function
- Run reports to track hires, separation and contract end dates
- Undertake HR Intranet changes for the HR dept
- Organise meetings and events on behalf of the HR Business Partners and the UK Head of HR including taking detailed minutes when required.
- Act as the HR “goto” person for daily operational tasks including post management, stationery control, and general housekeeping duties.
- Ensure timely scanning, uploading and maintaining of employee documents and casework files
- Use Microsoft Office (Excel and Word), Visio, and Adobe Pro to complete administrative and documentation tasks

Benefits and HR Process Support

- Provide administrative support for employee benefits, including
 - Childcare vouchers
 - Annual Holiday Buy Out Scheme.
- Support cyclical HR activities such as:
 - Annual promotion process
 - Work experience process
 - Early careers programme
 -

Collaboration and Project Work

- Work closely with the wider People Services team (including team in Manilla) and HR Business Partners.
- Contribute to adhoc HR projects, gaining exposure to broader HR initiatives and continuous improvement work.

Key Skills and Requirements

- 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 programme
- Self-starter
- Organised and detailed orientated
- Able to manage/prioritize workload and able to own initiative
- Professional and confident manner
- Good communication and interpersonal skills are required both for interaction between team members and with other teams
- Good PC skills, including a working knowledge of Excel, Word, Outlook.
- A team player who can develop strong relationships with clients, candidates and colleagues.

Ready to take the next step?

Click here to find out further information on the graduate programme and how to apply.

Apply now and start your journey with ING. Together, we'll shape the future of banking.

ING Privacy Notice

In order to operate ING's recruitment process, we will collect and store personal data you provide. Please request the privacy statement should you wish to understand how ING UK uses and protects this information and visit our website for more information.

ING Privacy Notice

In order to operate ING's recruitment process, we will collect and store personal data you provide. Please request the privacy statement should you wish to understand how ING UK uses and protects this information and visit our website for more information.