

## **Twin Brook Capital Partners**

### Underwriting Associate Position

#### **Responsibilities:**

- Conduct transaction due diligence, including review of data room files and development of initial due diligence question lists.
- Identify and analyze merits and risks associated with transactions.
- Conduct industry research in addition to Offering Memorandum information and third-party reports.
- Prepare first draft of term sheets and commitment letters.
- Support deal team on preparation of screening memos and underwriting memos, including financial modeling.
- Active participation in internal investment committee meetings.
- Prepare charts and sections of the Offering Memorandum and Lender Presentation for syndicated transactions.
- Support syndication closing process, including coordination with Operations.
- Support deal closing process, specifically, fee sheets, funds flow, and administrative documentation.
  - Provide backup/support on team portfolio accounts on monthly basis, including
    - Spread financial data.
    - Analysis of both credit and financial performance metrics.
    - Maintaining organization of files.
    - Recalculating availability certificates and compliance certificates.
    - Work with Operations to provide transaction updates and complete information requests.
- Meet deadlines and fulfill administrative requirements.

#### **Requirements:**

- Two – four years of experience in financial environment.
- BS/BA in finance, accounting, economics, or a related field.
- Expertise in accounting and financial analysis with proficiency in financial modeling.
- Knowledge of the audience and ability to balance detail with broader issues in both written and oral communication.
- Understanding and ability to manage internal and external deal processes.
- Flexibility to adapt to changing priorities and timelines through planning, analytical, and problem-solving capabilities.
- Ability to build and sustain productive working relationships with all business functions, and be comfortable interacting with sponsors, management, investors, external partners, and others.
- Proficiency with CapIQ, Pre Quin, Microsoft Office Suite, and other MS-based application with particular reference to MS Excel, MS Word, and MS Power Point.
- Strong organizational skills with a logical approach and time management.
- Excellent written and verbal communication with attention to detail.
- Discretion and ability to handle confidential and sensitive information.

**To Apply:** Interested, qualified candidates please submit your resume and cover letter to: [recruiting@twincp.com](mailto:recruiting@twincp.com). Kindly specify which position you are applying for in the subject line.