



Underwriting Associate

Twin Brook Capital Partners

Twin Brook Capital Partners (“Twin Brook”) is a finance company focused on providing cash-flow based financing solutions for the middle market private equity community. The firm was founded and is managed by a group of highly experienced, dedicated professionals who have successfully worked together throughout their careers at leading middle market lending institutions. The management team has successfully closed over 1,100 transactions with 200+ different middle market private equity firms. Twin Brook’s flexible product suite allows for tailored financing solutions for leveraged buyouts, recapitalizations, add-on acquisitions, growth capital and other situations for companies that typically have EBITDA between \$3 million and \$50 million.

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 memo and underwriting memo, 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;
 - Maintain organization of files;
 - Recalculate availability certificate and compliance certificate;
 - Work with Operations to provide transaction updates and complete information requests; and
- Meet deadlines and fulfill administrative requirements.

Requirements

- One – three 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 applications with particular reference to MS Excel, MS Word, and MS PowerPoint;
- Strong organization skills with a logical approach and time management;
- Excellent written and verbal communication with attention to detail; and
- Discretion and ability to handle confidential and sensitive information.

Application

To Apply: Interested, qualified candidates please submit your resume and cover letter to the following email address: recruiting@twincp.com.