

Job Description

Position Title:	Data Analyst
Location:	Chicago
Department:	Direct Lending (Data & Technology Team)
Reporting to:	Senior Associate, Direct Lending – Data & Technology Team

Firm Overview

Golub Capital is a market-leading, award-winning direct lender and credit asset manager, with over \$30 billion of capital under management. We specialize in delivering reliable, creative and compelling financing solutions to U.S. middle market companies backed by private equity sponsors. The firm's credit expertise also forms the foundation of our Late Stage Lending business and our Broadly Syndicated Loan investment program. Across our activities, Golub Capital nurtures long-term, win-win partnerships that inspire repeat business from our private equity sponsor clients and investors. Founded over 25 years ago, Golub Capital today has over 475 employees and lending offices in Chicago, New York and San Francisco. For more information, please visit golubcapital.com.

Department Overview

The Middle Market Lending Team provides senior, one-stop and second lien loans to U.S. middle market companies. The team structures financing solutions with hold positions of over \$600 million. We also underwrite and syndicate senior credit facilities and a proprietary suite of GOLD (unitranche) facilities up to \$1 billion. The Middle Market Lending Team has specialty teams in four verticals: healthcare, consumer, restaurant and retail, software & technology services and diversified industries. We have significant Arranger and Bookrunner experience and a proven track record of structuring deals that appeal to a broad base of participants through our capital markets capabilities. The team has an outstanding track record of closing deals on time and at the agreed upon terms, utilizing deep industry knowledge to identify, advise on and implement value creation strategies. Key responsibilities include origination and underwriting of loans. The group works closely with all areas of the Firm to ensure seamless execution of all solutions.

Position Responsibilities

Golub Capital is looking for a skilled Data Analyst to assist in the review and maintenance of key deal information for the Firm and provide support to end users with data quality initiatives.

- Execute action plans to remediate data quality issues; this will include but not be limited to actions such as:
 - o Create and edit / update data records
 - o Monitor and manage document business process and data flows
 - o Use reporting and data analytic tools to confirm root causes of data issues and potential prevention methods
 - o Work with multiple internal teams to troubleshoot and resolve data issues
- Assist with entering and maintaining relevant information in applicable applications
- Monitor financial reporting inputs

- Review and track documents such as non-disclosure agreements / non-reliance letters, insurance certificates, credit agreements, fee letters and amendments
- Actively participate in innovative projects to improve the Data Quality or master Data Management within the Firm's data ecosystem
- Other tasks as assigned

Candidate Requirements

Qualifications & Experience:

- Undergraduate degree, preferably finance related
- 1 to 2 years of work experience within the Financial Services sector
- Legal documentation experience preferred
- Familiar with Microsoft Office products and Office365 tools (Word, SharePoint, CRM Dynamics) with strong working knowledge of Excel
- Extreme attention to detail
- Ability to take initiative and work independently while demonstrating strong teamwork
- Must be able to work in a fast paced environment, manage time and priorities under pressure and meet deadlines
- Strong communication skills, analytical and detail-oriented

Critical Competencies for Success:

Our Gold Standards define key behaviors and competencies across 4 dimensions: Leadership, Achieving Results, Personal Effectiveness and Thinking Critically. These behaviors and competencies drive our ability to win together.

- **Leadership:** Role models in this area consistently focus on the right goals and priorities and continually develop themselves and others. Always team players, they influence and engage with others to contribute to a great culture.
- **Achieving Results:** Role models in this area are high achievers who develop careful plans and execute consistently and effectively. They hold themselves and others accountable for delivering high quality results.
- **Thinking Critically:** Role models in this area understand our business, rely on analytical reasoning to define and solve problems and make decisions effectively. They are forward thinking, anticipating issues and addressing them in advance.
- **Personal Effectiveness:** Role models in this area build strong relationships and communicate effectively. They are driven to exceed expectations and adaptable to changing circumstances.

The **department-specific competencies** define the knowledge, skills and abilities that are needed to successfully perform the functional or technical work of this role.

- **Deal Execution:** Evaluates, structures and executes investment opportunities and transactions.
- **Relationship Management:** Establishes, develops and manages internal and external relationships.
- **Portfolio Management:** Actively monitors portfolio companies to identify risks and opportunities that may impact overall performance.
- **Risk Management:** Demonstrates credit acumen by leveraging tools and analyses and interpreting due diligence findings to guide decisions while balancing risks and rewards.
- **Financial Analysis:** Uses financial analyses to generate insights and support fact-based decision making.

- **Competitive Positioning:** Demonstrates knowledge of the Firm's capabilities, the Firm's position in the industry, competitors' capabilities and end markets. Recognizes implications of knowledge on Firm's positioning.
- **Legal Documentation:** Demonstrates knowledge of legal documentation, processes and procedures.

Compensation & Benefits

Compensation will be commensurate with experience. Golub Capital offers a full range of benefits which includes medical, dental, vision and 401(k).

Golub Capital is an Equal Opportunity Employer.

Apply for Job

For interested and qualified candidates please send your resume to recruiting@golubcapital.com