For members:
How to apply for a BAF®
How to apply for a BAF®

The following will provide a brief overview of what a BAF® is and covers steps 3-5 in the CA Consult process, the Selection & Curation phases. In essence there are six steps in total to commence project engagement:

1. Register for CA Consult
   - Simply complete the online registration form and review the Member Agreement.

2. Create your Credentials
   - Craft a confidential personal credentials document using the Credentials template provided.

3. Receive & Select BAFs®
   - Receive periodic emails that will share available opportunities and select those you are interested in.

4. Apply for BAFs®
   - Take your credentials and submit as per the BAF® instruction.

5. Best three candidates selected
   - The best three candidates fit for purpose are interviewed and the most appropriate selected.

6. Start working!
   - Winning members receive a congratulatory email and then enter into an Engagement Agreement with the Client.

BAF® stands for ‘Best Affiliate Forward’ which is an independent, patented curation process used to identify the three most suitable candidates.
What is a BAF®?

- A BAF® is an acronym of “Best Affiliate Forward” – part of the process behind CA Consult
- The BAF® facilitates the rapid assembly of specialist talent from professional associations, like the Institute of Chartered Accountants Australia, into temporary specialist work teams of one or more people who come together to complete a complex task on behalf of a Client
- A BAF® is a form of job specification, which is an anonymised form, setting out the skill requirements of the desired specialists. It sets out the requirements, task duration and rate of pay, and invites applications from registered Chartered Accountants
- Only members of the Institute who register for CA Consult are entitled to apply for a BAF®
- Members reply to a BAF® with their Credentials document, similar to a résumé or CV, but in a specified format
- Applying for a BAF® can be a competitive process, much like a job interview, where positions on the team are given to those with the best matched skills and experience.

Structure of a BAF®

- **Client**: A description or profile of the Client commissioning the BAF®. To protect confidentiality, we anonymise all Client names.
- **Role**: A description of the context and goals of the engagement, including relevant critical success factors and specialist skills or experience required of the Chartered Accountant.
- **Location**: Location of the engagement, in sufficient detail to allow members to evaluate their capacity to undertake the role if selected.
- **Timing**: Requirements for start date(s) and expected duration, to allow members to evaluate their capacity to undertake the role if selected.
- **Process**: Instructions to members on how to lodge their Credentials.
- **Rate**: Rate bands applicable, given the level of experience of responding members.

### Experienced Financial Analyst

**Dear Members,**

This is a Best Affiliate Forward (BAF®) request. CA Consult invites you to respond.

**Client**

A client of CA Consult is looking for an experienced financial analyst model as part of due diligence on a potential target.

**The Role**

The successful candidate will work with the practice and consider a range of valuation scenarios. This will include:

- Building the framework of the model
- Working with the team to understand location, market and transaction history
- Managing the development and operation of the model developed by the team
- Preparation of business valuations, based on valuations developed
- Completion of scenario and sensitivity analysis.

The successful candidate will be a finance consultant with experience in financial accounting or investment banking, an understanding of financial models and the ability to understand valuation methods.

**Location, Timing, Process and Rate**

**Location**: Sydney, Australia; start immediately. The role is on a contract basis. Further work is to be determined.

**Process**: Credentials must be lodged by 9am Tuesday.

An understanding of financial services, specifically the banking, accounting and investment banking environment.

**Rate**: Final amount to be negotiated within the range of $1,800 to $2,800 ex-GST.

To apply for this BAF®, submit your Credentials Document: [clientseos@caconsult.com.au](mailto:clientseos@caconsult.com.au) and consider the position as available for interviews at the client’s discretion.

If you are aware of suitable candidates for the role that they are a member of the Institute of Chartered Accountants, ask them to review our website here [www.charteredaccountants.com.au](http://www.charteredaccountants.com.au).

This role does not require an AESI: AE insurance.
For members:
How to apply for a BAF®

Steps in applying for a BAF®

<table>
<thead>
<tr>
<th>Steps</th>
<th>Member Action</th>
<th>CA Consult Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review and update your Credentials</td>
<td>-</td>
<td>Craft a personal Credentials document to target the BAF® using the Credentials template. To improve your chances, fine-tune your Credentials for each BAF®.</td>
</tr>
<tr>
<td>2</td>
<td>Receiving a BAF®</td>
<td>-</td>
<td>Once registered, you will start to receive BAFs® via email. Initially you will receive all BAFs® issued. Later you may choose to filter your BAF® notifications to receive BAFs® that fit the criteria you specify.</td>
</tr>
<tr>
<td>3</td>
<td>Selecting a BAF®</td>
<td>-</td>
<td>Carefully read the BAF® and assess if you are interested and fit for purpose. Review your: • Availability • Experience • Skills • Time / rate / location / process • Professional alignment.</td>
</tr>
<tr>
<td>4</td>
<td>Applying</td>
<td>-</td>
<td>Write a short cover email and attach a copy of your Credentials. Email responses should be addressed per the BAF® instruction. Remember your application should be anonymous.</td>
</tr>
<tr>
<td>5</td>
<td>Curation*</td>
<td>-</td>
<td>The curation process occurs to select the best three candidates fit for purpose.</td>
</tr>
<tr>
<td>6</td>
<td>Short listing</td>
<td>-</td>
<td>Shortlisted members receive email notification. They are advised of the Client identity and asked to consent to the release of their Credentials to that Client.</td>
</tr>
<tr>
<td>7</td>
<td>Attend interview</td>
<td>Set up interview</td>
<td>Shortlisted members will be contacted for interviews by the Client directly.</td>
</tr>
<tr>
<td>8</td>
<td>Decision</td>
<td>-</td>
<td>Winning members receive a congratulatory email and next steps.</td>
</tr>
<tr>
<td>9</td>
<td>Non-winners</td>
<td>-</td>
<td>Members who do not win a BAF® will be notified and will be able to apply for any future BAFs®.</td>
</tr>
</tbody>
</table>

*Curation is “filtering for fit for purpose”.

For more information visit charteredaccountants.com.au/caconsult
Phase 1 – Preparation

For information on Phase 1 please view CA Consult overview document.

Phase 2 – Selection Process

Receiving a BAF®
Once you have registered for CA Consult you will:
• Start to receive BAFs® via the email address you provided
• Receive all BAFs® issued in the initial stages
• Choose to filter your BAF® notifications to receive only BAFs® that fit the criteria you specify.

Selecting a BAF®
Carefully read the BAF® and assess if you are interested and fit for purpose. Review your:
• Availability
• Experience
• Skills
• Time / rate / location / process
• Professional alignment.
Phase 3 – Curation

Applying for a BAF®

Follow the instructions in the BAF®.

- Remember:
  - Keep your application anonymous
  - Include a very short cover email (the email copy is not included in the curation process)
  - Attach a copy of your Credentials document

- All BAF® applications should be sent to the email address as per the BAF® request
- All BAF® applications will be reviewed as they arrive ensuring that all applicants are Chartered Accountants and their Credentials meet format standards
- If you have any questions about the role contact CA Consult Administration – clientservices@industrialisedadhocracy.com

Selection of best three candidates

- After the set deadline, the list of applicants will be curated and the three best fit for purpose members will be selected by relevant curation experts
- Once the selection is made, CA Consult will seek consent to disclose the members identity to the Client
- The best three fit for purpose candidates will be sent to the Client.

Acknowledgement email to applicants

Each applicant receives an acknowledgement from CA Consult similar to the below:

Dear Member,

We would like to thank you for applying for BAF® XXXX.

We have forwarded the member Credentials to the BAF® curator who will determine the shortlist and present the best three fit for purpose candidates to the client. We will invite the client to organise interviews with the candidates directly.

We will be in touch immediately if the client would like to interview members – in the interim we wish you the best for your next BAF®.

Kind regards,
Zuzana Hromadkova
Sent on behalf of CA Consult