For clients:
How to write and process a BAF®
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The following will provide a brief overview of what a BAF® is and how one is generated, which forms part of step 3 in the CA Consult process – the Curation phase. In essence there are 6 steps to commence project engagement:

The BAF® process sources talent from the Institute member network – in just 48 hours!

**What is a BAF®?**

- **BAF®** is an acronym of “Best Affiliate Forward” – the document that starts the CA Consult process.
- It 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.
- You, the Client, create the BAF® to meet your need for specialist talent.
- The BAF® facilitates the rapid assembly of specialist talent from a pool of registered Chartered Accountants into temporary specialist work teams.
- The BAF® allows you to match your specific need with the large pool of talent provided by the Institute.
- Generally speaking, you create a separate BAF® for each specialist role you are seeking to fill.
- Only members of the Institute who register for CA Consult are entitled to apply for a BAF®.

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

Structure of a BAF®

```
Client
Location & Timing
Process & Rate
Role

Experienced Financial Advisor

Dear Members,

This is a Best Affiliate Forward (BAF®) request. CA Consult is looking for an experienced financial advisor to join a client.

**Client**

A client of CA Consult is looking for an experienced financial advisor to join a client. The role will include:

- Building the framework of the model
- Working with the team to understand the business needs and consider a range of valuation scenarios. This will include:
  - Preparation of financial models
  - Preparation of business valuations based on valuation methods
  - Completion of scenarios and sensitivity analysis

- Working with the team to understand the business needs and develop a financial model
- Understanding of financial services, specifically the insurance sector

**Process & Rate**

- Location: Sydney, Australia; start immediately. The role will be part-time. Either work is to be determined.
- Process: Credentials must be lodged by [next date].
- Rate: Final amount to be negotiated with the originating CAs. The gross rates are $1,000 to $2,000 per GST.

If you are aware of suitable candidates for the role that may be of interest to the Institute of Chartered Accountants of Australia, please notify the Institute at [website] or [email].

This role does not require an AFS License. All insurance will be
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Steps in generating and processing a BAF®

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<th>Steps</th>
<th>Client Action</th>
<th>CA Consult Action*</th>
<th>Description</th>
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</table>
| 1     | Write a BAF® to specify the required role | Assists to refine the BAF® | • Use the BAF® template  
• Draft a tight description of the client, role, location, timing, process and rate  
• Send to clientservices@industrialisedadhocracy.com. |
| 2     | Provide approval of BAF® and agree to issue | Provide BAF® preview for approval | • When a Client wishes to issue a BAF® they supply the necessary information to CA Consult  
• The Client will then receive a preview of the BAF® to check the content is accurate  
• The Client then provides approval that this can be issued to CA Consult members. |
| 3     | - | Sends BAF® request to registered members | • Prior to sending out, CA Consult Administration will ensure adherence to standards and assign a BAF® ID  
• The BAF® will be sent to all registered CA Consult members. |
| 4     | - | Receive BAF® applications | • CA Consult will receive member applications. |
| 5     | - | Curate shortlist | • Within 48 hours, select and send the 1-3 best fit for purpose member responses to the Client. |
| 6     | Client selection of applicants | - | • You, as the Client, make the final selection of candidate credentials  
• Client organises candidate interviews and background checks. |
| 7     | Sign Engagement Agreement | - | • Once you, as the Client, has made a selection, formal agreements must be drafted and checked by all parties. |
| 8     | - | Progress the Engagement | • Client should return the signed Engagement Agreement to CA Consult  
• Once the Client has formalised the Engagement Agreement, work can commence. |

*CA Consult Action: in the majority of instances, clients will be dealing with CA Consults business partner, Industrialised Adhocracty® (IA), to complete the BAF® and curation process. For more information on IA please visit the website www.industrialisedadhocracy.com
Phase 3 – Curation

- All BAF® applications are sent to clientservices@industrialisedadhocracy.com
- CA Consult Administration, run through Industrialised Adhocracy® (IA), will receive BAF® applications and respond to any questions from members
- All applications will be reviewed as they arrive ensuring that all applicants are Chartered Accountants and their Credentials meet format standards
- After the deadline, the list of applicants will be curated and the three best fit for purpose members will be selected by relevant curation experts
- By submitted the BAF® request you give your consent to present your details to the candidates who are shortlisted
- The best three fit for purpose candidates will then 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 further members – in the interim we wish you the best for your next BAF®.

Kind regards,
Zuzana Hromadkova
Sent on behalf of CA Consult

For more information visit charteredaccountants.com.au/caconsult