

**1. TITLE OF THE CERTIFICATE (HU)**

54-344-04 Államháztartási ügyintéző

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**Administrator of public finances  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- participate in the conduct of processes related to budget management and credit management at municipalities;
- apply legislation regulating official procedures, legal requirements related to budget management;
- apply general rules and important regulations regulating administrative procedures, including the procedures of tax authorities;
- have a general understanding on the system of public finances, the relationship between the sub-systems, the legal status, competences, jurisdiction of entities, and tasks arising therefrom, as well as perform such tasks during his or her work;
- analyse the interactions between public finances and the monetary system, and perform his/her tasks against this background;
- apply theoretical and practical knowledge related to the functioning of the central budget during his or her work;
- apply the planning, implementation and approval system of public finances, and the treasury information system during his or her work;
- apply the social security scheme, the term of 'insurance obligation' as well as its forms in connection with his or her work;
- perform tasks related to allowances, monetary and in-kind benefits of persons provided with care, beneficiaries and students;
- apply rules for paying allowances, have a general understanding of the registration system and the allowances;
- comply with requirements applicable to public servants and public officers/government officers/state officers;
- apply the legislation on public finances accounting, its information system, cooperate in the performance of data provision tasks related to public finances;
- enforce taxation principles during his or her work, facilitate the enforcement of tax payers' rights, require compliance with the requirements;
- inform clients of obligations related to taxation, provide help for compliance with such obligations, apply procedural rules different for each tax payer;
- use computer programme packages;
- cooperate in the financial planning, implementation and monitoring of projects until their closure;
- use office software;
- collect data for sub-processing;
- use telephone, utensils, office supply, calendar, stamps, copy machine, scanner, and IT tools specified by the legislation on public finances accounting for the performance of his or her tasks;
- organize traditional and digital documents related to the job, perform records management.

**4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE**

3611 Financial administrator (except for administrator in financial institutions)  
3652 Tax administrator  
3654 Administrator responsible for issuing authority permits  
4112 General office administrator  
4121 Accountant (analyst)  
4122 Payroll clerk  
4123 Finance, statistics, insurance administrator  
4136 Document manager, filing clerk  
4131 Stocks and materials registrar  
3910 Other administrators  
3659 Other official administrator

**(\*) Explanatory notes:**

This document is designed to provide additional information about the specified certificate and does not serve as a legal certificate of vocational qualification. The format of the description is based on the following documents:

Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information on transparency is available at: <http://europass.cedefop.europa.eu/>

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MINIFEA

## 5. OFFICIAL BASIS OF THE CERTIFICATE

<p><b>Name and status of the institute issuing the certificate</b></p>	<p><b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b></p> <p>Ministry for National Economy</p>																				
<p><b>Level of the certificate (national or international)</b></p> <p><b>Level of vocational qualification according to the National Qualification Register:</b> 54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p><b>ISCED2011 code:</b> 4</p> <p><b>NQF level:</b> 5</p> <p><b>EQF level:</b> 5</p>	<p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																				
<p><b>Certificate number:</b> PT K</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2018.08.16</p>	<p><b>Results achieved at the examination and their proportion expressed in percentage in the complex mark</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Examination type</th> <th style="width: 40%;">name of the exam task</th> <th style="width: 10%;">grade</th> <th style="width: 30%;">proportion in evaluation expressed in percentages</th> </tr> </thead> <tbody> <tr> <td>Central written examination</td> <td>Tasks related to public finances.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">20.00</td> </tr> <tr> <td>Oral examination</td> <td>Tasks related to tax management, public finances and budget management, project knowledge of the case study</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Tasks related to budget management and accounting. Preparation of an electronic declaration and presentation of the case study with the measurement of project knowledge.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">50.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td style="text-align: center;">5</td> <td></td> </tr> </tbody> </table>	Examination type	name of the exam task	grade	proportion in evaluation expressed in percentages	Central written examination	Tasks related to public finances.	5	20.00	Oral examination	Tasks related to tax management, public finances and budget management, project knowledge of the case study	5	30.00	Practical examination	Tasks related to budget management and accounting. Preparation of an electronic declaration and presentation of the case study with the measurement of project knowledge.	5	50.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<p><b>Access to next level of education/training</b></p> <p>Advancement to higher education</p>	<p><b>International agreements</b></p>																				
<p><b>Other information concerning the vocational training process</b></p>																					
<p><b>Legal basis</b></p> <p>Act CLXXXVII of 2011 on Vocational Training Decree 29/2016 (VIII.26.) NGM of the Ministry for National Economy on the professional and examination criteria of vocational courses.</p>																					

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

Description of vocational education and training received	Percentage of total programme %	Duration (hours/weeks/months/years)
School-/training centre-based	Theory: 70 % Practice: 30 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2 years

**Entry requirements:**

- Secondary school leaving examination

**Vocational requirement modules:**

11498-12 Employment I. (for trainings based on school-leaving examination)

11499-12 Employment II.

11504-16 Performance of basic economic activity

11513-16 Tasks related to tax administration

11514-14 Tasks related to public finances

11515-16 Tasks related to budget management and accounting

11501-16 Project financing

11502-12 Monitoring of project processes

This certificate supplement was prepared on the basis of the instruction for filling in the Certificate Supplement published on the homepages of the National Reference Point and the National Europass Centre.

**National Reference Point – NSZFH – <http://nrk.nive.hu>**

Head of Examination Organiser:

Issue date: 2018.08.16

**SEAL**