

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

55 343 01 0010 55 06 Számviteli szakügyintéző

**2. TRANSLATED TITLE OF THE CERTIFICATE (EN)**

Accounting clerk

(THIS TRANSLATION HAS NO LEGAL STATUS)

**3. PROFILE OF SKILLS AND COMPETENCES****A typical holder of the certificate is able to:**

- perform the job independently under theoretical supervision in the enterprise concerned;
- participate in the performance of tasks related to the regulation of accounting information systems;
- participate in the preparation and analysis of the annual report;
- participate in activities related to the performance of accounting tasks and to the execution and analysis of business management tasks, and contribute to the establishment of the accounting policy;
- apply legal provisions in the course of work;
- collect, record and provide accounting information and data;
- carry out organizational, regulatory and analytical tasks;
- make independent decisions, carry out audits;
- initiate measures concerning issues outside own sphere of competence;
- participate in the regulation of accounting information systems from preparation to verification;
- assist with and support the management of the enterprise;
- use the available equipment as intended.

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

3619 Other financial administrators

**(\*) 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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## 5. OFFICIAL BASIS OF THE CERTIFICATE

<b>Name and status of the institute issuing the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>  In the case of vocational qualifications belonging to the competence of the Ministry of Finance (PM), a vocational qualification-related independent professional committee commissioned by the PM	
<b>Level of the certificate (national or international)</b>  <b>Level of vocational qualification according to the National Qualification Register:</b> 55 Higher level vocational qualification based on the baccalaureate.  <b>ISCED97 code:</b> 4CV	<b>Grading scale / Pass requirements</b>  The average of the percentage of the performance achieved per examination part, taking into consideration the vocational and examination requirements, expressed as a grade: 90-100%      excellent (5) 80-89%        good (4) 70-79%        satisfactory (3) 60-69%        pass (2) 0-59%         fail (1)	
	The code and name of the vocational requirement module, and the result achieved in the examination part associated with the requirement module expressed in %:	
<b>Certificate number:</b>  PT K  <b>Serial number:</b> 123456	2001-06 Personal and organisational communication tasks related to business management in Hungarian and in a foreign language 2622-06 Banking transactions 1998-06 Tasks related to finances 2623-06 Financial markets 2007-06 Finance/management accounting II 2000-06 Computer/information technology tasks 1999-06 Accounting and statistical tasks 2621-06 Financing and taxation of enterprises 1997-06 Business administration tasks	100% 100% 100% 100% 100% 100% 100% 100%
<b>Certificate issue date:</b>  2021.06.18	<b>The performance of the examinee achieved at the vocational examination expressed in %:</b>	<b>100%</b>
	<b>The performance of the examinee achieved at the vocational examination expressed as a grade:</b>	<b>5</b>
<b>Access to next level of education/training</b>  to higher education	<b>International agreements</b>	
<b>Other information concerning the vocational training process</b>		
<b>Legal basis</b>  Act LXXVI of 1993 on Vocational Training, Act No. 23/2008. (VIII. 8.) PM.		

## 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: 40 % Practice: 60 %	
Workplace-based		
Accredited prior learning		
Total duration of the education/training leading to the certificate		2000 hours
<b>Entry requirements:</b> Secondary school leaving examination  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. <b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b>		
Head of Examination Organiser: Issue date: 2021.06.18		SEAL