



## 1. TITLE OF THE CERTIFICATE (HU)

54-344-02 Vállalkozási és bérügyintéző

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

Business and payroll administrator  
(THIS TRANSLATION HAS NO LEGAL STATUS)

## 3. PROFILE OF SKILLS AND COMPETENCES

### A typical holder of the certificate is able to:

- have an overview of the business processes required for the operation of small and medium businesses (SMEs), and any administrative task during work;
- cooperate in drawing up various bylaws;
- prepare and participate in the administration of the tasks related to cash flow and lending;
- keep financial and tax records and perform the related obligations by deadline;
- cooperate in tasks related to entrepreneurial finance;
- participate in the financing of investment, renovation, tender and task-specific projects;
- keep analytic records related to financial and economic processes;
- perform tasks related to the accounting, reporting and auditing activities of small and medium-sized enterprises (SMEs);
- participate in cost calculations and inventory taking, and the organisation of related tasks;
- participate in sales-related activities;
- keep records of orders and contracts;
- settle incoming and outgoing invoices;
- cooperate in the company's business plan chapters based on the available statistical data;
- Keep health and social security records;
- based on employment-related documentation, perform administrative tasks associated with pays (payroll, recording of taxes and contributions, etc.);
- cooperate in tasks associated with the establishment and termination of employees' employment;
- interpret and fill out payroll and social security related forms;
- use cash flow computer software;
- collect data for further processing;
- manage paper-based and digital documents related to the job and perform record management tasks;
- Use phone, computer, fax machine, stationery, office supplies, calendar, stamps and photocopier in performing his/her tasks.

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

3611 Financial administrator (except for administrator in financial institutions)  
4122 Payroll clerk  
3614 Accountant (analytician)  
4112 General office administrator  
4123 Financial, statistical, insurance administrator  
4136 Document manager, filing clerk  
4131 Stocks and materials registrar

### (\*) 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

<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></p> <p><b>EQF level:</b></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: PT K</b></p> <p>Serial number: 123456</p> <p><b>Certificate issue date: 2023.10.02</b></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;"> <tr> <td style="width: 25%;">Central written examination</td> <td style="width: 45%;">Payroll and social security tasks</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">30.00</td> </tr> <tr> <td>Oral examination</td> <td>Defending the business plan</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10.00</td> </tr> <tr> <td>Oral examination</td> <td>Performing human resource management related specialised tasks</td> <td style="text-align: center;">5</td> <td style="text-align: center;">10.00</td> </tr> <tr> <td>Practical examination</td> <td>Keep cash flow records, prepare electronic returns, perform payroll activity</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> </table>	Central written examination	Payroll and social security tasks	5	30.00	Oral examination	Defending the business plan	5	10.00	Oral examination	Performing human resource management related specialised tasks	5	10.00	Practical examination	Keep cash flow records, prepare electronic returns, perform payroll activity	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>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 Professional and examination requirements specified in Decree No. 12/2013 (28 March) of the Ministry for National Economy.</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
- 11500-12 Occupational health and safety
- 11504-12 Performance of basic accounting tasks
- 11506-12 Tasks related to entrepreneurial finance and taxation
- 10151-12 Performing payroll related specialised tasks
- 10152-12 Small and medium business management tasks
- 10153-12 Bookkeeping tasks
- 10154-12 Human resource management
- 10155-12 Perform social security tasks

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: 2023.10.02

**SEAL**