

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

54-344-01 Pénzügyi-számviteli ügyintéző

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

- take part in administrative tasks related to entrepreneurship foundation and the running of entrepreneurship;
- performs tasks related to bank accounts;
- perform tasks related to petty cash administration;
- perform tasks related to tax payments;
- perform tax payments and file tax reports through electronic means;
- cooperate in tasks related to entrepreneurial finance;
- take part in the preparation of investment-related decisions;
- perform administrative activities in connection with finance and loan related tasks;
- perform accounting tasks;
- perform activities related to sales;
- manage analytic accounts;
- account production costs;
- cooperate in drawing up various bylaws;
- cooperate in compiling balance sheets and income statements;
- use computer software applications;
- collect data for further processing;
- use telephones, computers, fax machines, typewriters, stationery products, office supplies, calendars, stamps and copy machines for performing tasks in the job;
- manage paper-based and digital documents related to the job and perform record management tasks;
- use office software;
- participate in the financial planning, implementation and monitoring of projects until the closure of the programme.

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

3611 Financial administrator (except for administrator in financial institutions)
4123 Financial, statistical, insurance administrator
4121 Accountant (analyst)
4112 General office administrator
4136 Document manager, filing clerk
4131 Stocks and materials registrar
3910 Other administrators
4122 Payroll clerk
3614 Bookkeeper

(*) 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>Name and status of the institute issuing the certificate</p>	<p>Name and status of the national/regional authority providing accreditation/recognition of the certificate</p> <p>Ministry for National Economy</p>																																				
<p>Level of the certificate (national or international)</p> <p>Level of vocational qualification according to the National Qualification Register: 54 advanced vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained primarily in formal education</p> <p>ISCED2011 code: 4</p> <p>NQF level: 5</p> <p>EQF level: 5</p>	<p>Grading scale / Pass requirements</p> <p>Five -grade: 5 excellent 4 good 3 satisfactory 2 pass 1 fail</p>																																				
<p>Certificate number: PT K</p> <p>Serial number: 123456</p> <p>Certificate issue date: 2023.10.02</p>	<p>Results achieved at the examination and their proportion expressed in percentage in the complex mark</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Central written examination</td> <td style="width: 45%;">Bookkeeping and report-preparation</td> <td style="width: 10%;">5</td> <td style="width: 20%;">20.00</td> </tr> <tr> <td>Central written examination</td> <td>Financial tasks</td> <td>5</td> <td>20.00</td> </tr> <tr> <td>Oral examination</td> <td>Tasks pertaining to finances and taxation</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Oral examination</td> <td>Bookkeeping and reporting</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Oral examination</td> <td>Knowledge of the project of a case study</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Practical examination</td> <td>Electronic declaration</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Practical examination</td> <td>Presentation of a care study, assessment of project -related knowledge</td> <td>5</td> <td>10.00</td> </tr> <tr> <td>Practical examination</td> <td>Creation of digital books and analysis</td> <td>5</td> <td>10.00</td> </tr> <tr> <td colspan="2">Result achieved at the complex vocational examination, expressed in grades.</td> <td>5</td> <td></td> </tr> </table>	Central written examination	Bookkeeping and report-preparation	5	20.00	Central written examination	Financial tasks	5	20.00	Oral examination	Tasks pertaining to finances and taxation	5	10.00	Oral examination	Bookkeeping and reporting	5	10.00	Oral examination	Knowledge of the project of a case study	5	10.00	Practical examination	Electronic declaration	5	10.00	Practical examination	Presentation of a care study, assessment of project -related knowledge	5	10.00	Practical examination	Creation of digital books and analysis	5	10.00	Result achieved at the complex vocational examination, expressed in grades.		5	
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<p>Access to next level of education/training</p> <p>To higher education</p>	<p>International agreements</p>																																				
<p>Other information concerning the vocational training process</p>																																					
<p>Legal basis</p> <p>Act CLXXXVII of 2011 on Vocational Training Decree 29/2016 (VIII. 26.) NGM of the Minister for National Economy on the professional and examination requirements of vocational qualifications.</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:

- 10147-12 Perform accounting tasks
- 11501-16 Project financing
- 11506-16 Tasks related to business financing and taxation
- 11504-16 Performance of basic economic activity
- 11505-12 Accounting using computer software applications
- 10149-12 Bookkeeping and report-preparation related tasks
- 11498-12 Employment I
- 11502-12 Follow-up of project activities

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