

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

51-344-05 Számviteli ügyintéző

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

Bookkeeper

(THIS TRANSLATION HAS NO LEGAL STATUS)

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

- collect data for further processing;
- manage paper-based and digital documents related to the job and perform record management tasks;
- performs tasks related to bank accounts;
- perform accounting tasks;
- perform activities related to sales;
- manage analytic records;
- account production costs;
- cooperate in drawing up various bylaws;
- cooperate in compiling balance sheets and income statements;
- use computer software applications;
- use telephones, computers, fax machines, typewriters, stationery products, office supplies, calendars, stamps and copy machines for performing tasks in the job;
- take part in administrative tasks related to the foundation and the running of enterprises;
- perform tasks related to petty cash administration;

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

3614 Bookkeeper  
4122 Payroll clerk  
4123 Financial, statistical, insurance administrator  
4112 General office administrator  
4136 Document manager, filing clerk

**(\*) 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> 51 upper secondary partial vocational qualifications, which require the completion of the secondary school leaving exam and may be obtained in non-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%;">Bookkeeping and report-preparation</td> <td style="width: 10%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">40.00</td> </tr> <tr> <td>Oral examination</td> <td>accounting tasks</td> <td style="text-align: center;">5</td> <td style="text-align: center;">30.00</td> </tr> <tr> <td>Practical examination</td> <td>Computerised accounting, drawing up of analytics.</td> <td style="text-align: center;">5</td> <td style="text-align: center;">25.00</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	Bookkeeping and report-preparation	5	40.00	Oral examination	accounting tasks	5	30.00	Practical examination	Computerised accounting, drawing up of analytics.	5	25.00	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		240 hours
<p><b>Entry requirements:</b></p> <ul style="list-style-type: none"><li>- secondary school leaving examination</li></ul> <p><b>Vocational requirement modules:</b></p> <ul style="list-style-type: none"><li>10147-12 Perform accounting tasks</li><li>10149-12 Bookkeeping and report-preparation related tasks</li><li>11504-12 Performance of basic accounting tasks</li><li>11505-12 Accounting using computer software applications</li></ul> <p>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.</p> <p><b>National Reference Point – NSZFH – <a href="http://nrk.nive.hu">http://nrk.nive.hu</a></b></p>		
Head of Examination Organiser: Issue date: 2023.10.02		<b>SEAL</b>