

**1. TITLE OF THE PROFESSION**

5 0411 09 01 Pénzügyi-számviteli ügyintéző

**2. TRANSLATED TITLE OF THE PROFESSION**Financial accounting administrator  
(THIS TRANSLATION HAS NO LEGAL STATUS)**3. PROFILE OF SKILLS AND COMPETENCES**

- perform accounting, invoicing, invoice processing and administrative tasks in accordance with the regulations, using computer software packages, IT applications, office software and databases;
- carry out electronic administrative tasks related to the tax and contribution payment obligations of the business organisation;
- communicate orally and in writing with the business organisation's payment service provider;
- perform tasks related to invoice management, petty cash, payments and transactions in accordance with the rules and regulations;
- manage and keep records of financial and accounting documents, records, orders and contracts;
- manage incoming and outgoing invoices;
- perform administrative tasks related to cash and credit transactions;
- gather and systematise the data and information required for assessment, on the basis of which he/she can prepare statistical analyses and reports;
- carry out administrative tasks related to investment decisions and business financing under professional supervision;
- proactively use cloud-based financial services;
- carry out his/her work in a responsible and accurate manner, ensuring at all times compliance with data protection and IT security standards, and protecting trade secrets.

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

3611 Finance administrator  
3614 Accounting administrator  
4121 Accountant (Analyst)  
4122 Payroll clerk  
4123 Finance, statistics, insurance administrator  
4129 Other accounting worker  
4131 Stocks and materials clerk  
4136 Document manager, filing clerk

**(\*) Explanatory notes:**

<sup>1</sup> In the original language. | <sup>2</sup> The translation of the designation is provided for information purposes only. | <sup>3</sup> Fill it out if necessary. The certificate supplement provides additional information on the qualification but have no legal value in itself. The format of the description is in conformity with Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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## 5. OFFICIAL BASIS OF THE CERTIFICATE

|   |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
|---|---|---|--|-------------------------------|--|----------------------------|--|---|---|-------------------------|--|---|---|--|--|--|------|--|--|--|---|
| <p><b>Name and status of the authority 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 Innovation and Technology</p>   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| <p><b>Level of the certificate (national or international)</b></p> <p><b>NQF level:</b> 5</p> <p><b>EQF level:</b> 5</p> <p><b>Digital Competence Framework level:</b> 6</p>  | <p><b>Grading scale / Pass requirements</b></p> <p>Five -grade: 5 excellent<br/>4 good<br/>3 satisfactory<br/>2 pass<br/>1 fail</p> <p>The prerequisite of being eligible to sit for a sectoral basic examination is the successful completion of all the required training courses, or the recognised prior learning should incorporate the requirements of the sectoral basic examination. The prerequisite of being eligible to sit for a vocational examination is the successful completion of all the training courses and the uninterrupted professional practice required. In case the student is required to pass a sectoral basic examination, latter shall be recognised with the following weighting:<br/>The result of the basic sectoral examination will be computed into that of the vocational examination with the following weighting: Sectoral basic examination: 15%, Vocational examination: 85%</p>  |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| <p><b>Certificate number:</b> CXK A</p> <p>Serial number: 123456</p> <p><b>Certificate issue date:</b> 2023.12.07</p>   | <p><b>Designation of the theoretical and practical subjects of the sectoral basic examination and the vocational examination and their grades according to a five-grade scale</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning</td> </tr> <tr> <td colspan="2"><b>Vocational examination</b></td> </tr> <tr> <td colspan="2"><b>central interactive</b></td> </tr> <tr> <td>Financial accounting administrator central interactive vocational examination</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2"><b>project exercise</b></td> </tr> <tr> <td>Financial accounting administrator project task</td> <td style="text-align: center;">5</td> </tr> <tr> <td colspan="2">Result of the vocational examination in percentage</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> </tr> <tr> <td colspan="2">Result of the vocational examination with grades</td> </tr> <tr> <td></td> <td style="text-align: center;">5</td> </tr> </table> | <b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning |  | <b>Vocational examination</b> |  | <b>central interactive</b> |  | Financial accounting administrator central interactive vocational examination | 5 | <b>project exercise</b> |  | Financial accounting administrator project task | 5 | Result of the vocational examination in percentage |  |  | 100% | Result of the vocational examination with grades |  |  | 5 |
| <b>Sectoral basic examination :</b> The examination was passed based on recognised prior learning   |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| <b>Vocational examination</b>   |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| <b>central interactive</b>  |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| Financial accounting administrator central interactive vocational examination   | 5   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| <b>project exercise</b>   |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| Financial accounting administrator project task   | 5   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| Result of the vocational examination in percentage  |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
|   | 100%  |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| Result of the vocational examination with grades  |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
|   | 5   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |
| <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>Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act,<br/>Government Decree 319/2020 (VII. 1.) on the amendment of Government Decree 12/2020 (II. 7.) on the Implementation of the Vocational Education and Training Act.</p> |   |   |  |                               |  |                            |  |   |   |                         |  |   |   |  |  |  |      |  |  |  |   |

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE SUPPLEMENT

| Description of the sectoral basic training and the theoretical and practical vocational training   | Distribution of the total number of hours of the programme |
|--|--|
|  |  |
| Total duration of the education/training   | 2239 hours   |
| <b>Entry requirements:</b><br>- Educational prerequisite: elementary school qualification  |  |
| <b>Further information:</b>  |  |
| VOCATIONAL THEORETICAL SUBJECT   | HOURS  |
| Vocational knowledge   | 12 hour  |
| Vocational foreign language knowledge  | 12 hour  |
| Economic and legal fundamentals  | 12 hour  |
| Basics of running a business   | 12 hour  |
| Communication  | 12 hour  |
| Digital applications   | 12 hour  |
| Business management knowledge and skills   | 12 hour  |
| Economic calculations  | 12 hour  |
| Finance  | 12 hour  |
| Use of office software   | 12 hour  |
| Taxation   | 12 hour  |
| Electronic filing  | 12 hour  |
| Accounting   | 12 hour  |
| Accounting case studies  | 12 hour  |
| Computerised accounting  | 12 hour  |
| Continuous field practice  | 160 hour   |
| Altogether   | 340 hour   |
| Link to the Training and Outcome Requirements and the Programme Plans: <a href="https://ikk.hu">https://ikk.hu</a>   |  |
| The present diploma supplement was elaborated in compliance with Government Decree 12/2020 (II. 7.) on the implementation of the Act on Vocational Education and Training. |  |
| <b>National Reference Point: National Office of Vocational Education and Training and Adult Learning: <a href="https://nrk.nive.hu">https://nrk.nive.hu</a></b>            |  |

Head of Examination Organiser:  
Issue date: 2023.12.07

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