

1. TITLE OF THE CERTIFICATE ⁽¹⁾**Raamatupidaja, tase 5**⁽¹⁾ in the original language2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾**Accountant, level 5**⁽¹⁾ if applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

Accounting is in a stricter sense part of financial accounting which deals with prime entries (keeping accounting journals). In a broader sense, it includes economic analysis, planning of activity (planning, budgeting) and internal control of economic entity. Accountants work in business, public and non-profit sectors.

Accountants organise accounts in such a way as to ensure the provision of up-to-date, relevant, objective and comparable information concerning the financial position and operating performance of the economic entity.

Accountants stem from the financial reporting standard of Estonia and/or international standards and principles of accounting and reporting recognised in the European Union, and comply with the requirements of professional ethics of accountants.

Accountant of level 5 engages in financial and tax accounting, analysis of financial reporting, cost accounting and budgeting.

The main duties are related to daily accounting work, including completing tax returns, preparing statistical reports, etc.

The work of accountant of level 5 presumes personal liability and independence and requires cooperation with other members of the team/group.

Competencies:

1. Financial accounting

- Organising accounting and managing accounting entity
- Recording and documenting economic events
- Preparing reports

2. Tax accounting

- Preparing tax returns

3. Managerial accounting

- Cost accounting
- Budgeting
- Analysing the activity of the economic unit

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾^(*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: 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 available at: <http://europass.cedefop.europa.eu/en/home>

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Accountant, payroll clerk, accountant assistant, cashier, data entry clerk

⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Name and status of the national/regional authority providing accreditation/recognition of the certificate Sector Skills Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international) Estonian Qualification Framework level 5 European Qualification Framework level 5	Grading scale / Pass requirements passed/fail
Access to next level of education/training Accountant, level 6	International agreements
Legal basis Occupational Qualifications Act (RT I, 10.12.2010, 12; 01.01.2011)	

6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

In order to obtain a occupational certificate, the applicant has to prove all his/her competencies required by the occupational standard and by the procedure for awarding of occupational qualification established by the body awarding the occupational qualification.

More information (including a description of the national qualifications system) available at:
www.kutsekoda.ee