

1. TITLE OF THE CERTIFICATE - ET ⁽¹⁾**Vanemraamatupidaja, EKR tase 6**⁽¹⁾ In the original language2. TRANSLATED TITLE OF THE CERTIFICATE ⁽¹⁾**Accountant, EstQF Level 6**⁽¹⁾ If applicable. This translation has no legal status.

3. PROFILE OF SKILLS AND COMPETENCIES

A level 6 accountant is responsible for financial, management and tax accounting, analysis of financial statements and cost and budget accounting. They work in the commercial, public or non-profit sector.

Their main tasks are related to everyday accounting work, preparing and drawing up budgets and financial statements, analysis of financial activities and accounting advice.

The work of an accountant requires personal responsibility and autonomy and, where necessary, supervising and mentoring other team members. The accountant manages their work and time well, is punctual, conscientious and a good communicator.

The holder of the accountant EstQF level 6 occupational qualification certificate has the skills to perform the following activities:

1. Financial accounting

- Documents and records economic transactions carried out in the course of day-to-day business activities as well as the more complex economic

transactions arising from non-regular business activities in accordance with the chosen accounting principles. Where the accounting principles allow the use

of different accounting principles, the most appropriate one will be applied according to the specific nature of the business.

- Calculates remuneration on the basis of the law on employment contracts, tax legislation and other legislation governing labour law and payroll accounting.

- Draws up internal accounting rules for small, medium-sized and large enterprises. Prepares, maintains, checks and stores accounting documents in accordance with legislation.

- Is familiar with the specificities of financial accounting and reporting in the public sector.

- Inventories the receivables (including current accounts and cash) and payables balances of small, medium and large enterprises and prepares the annual

accounts of these enterprises on the basis of the Estonian Financial Supervision Standard.

- Prepares and submits other reports required by the State concerning economic activities (statistical reports, etc.).

- Follows the necessary internal control procedures of the company's processes to prevent errors and fraud in financial statements.

- Consults with management and other relevant staff on accounting and financial reporting legislation and changes to it.

2. Tax accounting

- Keeps the entity's tax accounts in accordance with current legislation. Analyses the entity's tax burden and plans tax payments. Calculates and records taxes

and payments on complex economic transactions in accordance with the legislation in force.

^(*) 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/et/home>

- Checks the completion and submission of tax returns.
- Liaises with the tax authorities as necessary, making the necessary registrations in the tax authorities' registers (including the employment register, the register of non-residents and the VAT register).
- Informs management and other relevant staff of changes in tax legislation. Consults with management on possible alternatives and applies the various tax laws in an integrated way to economic transactions.

3. Management accounting

- Participates in the establishment of the management accounting system of the business unit and, on the basis of the economic results, makes proposals and advises the management on how to improve the cost accounting system. Knows how to use software programs according to management accounting needs.
- Prepares budgets, monitors and analyses their execution. Advises on financing decisions and carries out cost-benefit analyses of investments.
- Analyses financial statements (including cash flow statements) using more sophisticated methods of variance analysis (horizontal and vertical analysis), ratios and CVP analysis. Proposes management decisions based on the results of financial analysis.

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾

Accountant, senior accountant, chief accountant.

⁽¹⁾ If applicable

5. OFFICIAL BASIS OF THE CERTIFICATE

Name and status of the body awarding the certificate	Name and status of the national/regional authority providing accreditation/recognition of the certificate
The occupational certificate that has been issued by the professional council that operates under the activity license issued by a Awarding Body	Occupational Qualification Council approved by a Regulation of the Government of the Republic
Level of the certificate (national or international)	Grading scale / Pass requirements
Estonian Qualification Framework level 6 European Qualification Framework level 6	passed/fail
Access to next level of education/training	International agreements
Controller General, EstQF level 7	
Legal basis	
Occupational Qualifications Act (RT I 2008, 24, 156; 01.09.2008)	

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