

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5 Ειδικότητα Ι.Ε.Κ.:
ΕΙΔΙΚΟΣ ΦΟΡΟΤΕΧΝΙΚΟΥ ΓΡΑΦΕΙΟΥ**

2. Translated title of the certificate ²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:
ACCOUNTING OFFICE SPECIALIST**

3. Profile of skills and competences

LEARNING OUTCOMES (KNOWLEDGE, SKILLS, COMPETENCES). A typical holder of the certificate is able to:

KNOWLEDGE

- Identify the concept and types of commercial correspondence.
- Describe concepts related to the Organisation and Management of Businesses, Accounting, and Finance.
- Describe the clauses of the Greek tax code for financial transaction mapping, the Greek General Chart of Accounts, and the Greek Accounting Standards.
- Discern the basic principles and concepts of the Private, Public and Commercial law.
- Compare the concepts and the specifications of companies depending on the legal statute thereof.
- Describe concepts of Public Relations and Marketing.
- Interpret information from statistical tables and charts, following the principles of Statistics.

SKILLS

- Keep suitable Accounting Books and Records, depending on the legal form and respective criteria of each business.
- Prepare tax and other statement for natural person and legal entities to the State.
- Fully operate the IT Accounting Systems.
- Prepare the different types of financial and accounting statements.
- Evaluate and ensure the saving of resources for his/her clients.
- Archive and classify files, documents, vouchers, accounting and financial statements in digital and/or printed form.
- Fully operate all office equipment, IT systems for Text Editing, for Spreadsheets, for Databases, for Email, and for the Internet.
- Deal with accounting and tax-related errors.

COMPETENCES

- Act based on the ethics of the profession of Accountant - Tax Technician.
- Take directions and collaborates effectively with all departments in the business in the field of group projects, in order to achieve the purposes and objectives of the business.
- Work with sufficiency and responsibility, while observing tight schedules.
- Work independently by taking responsibility for completing his/her work and for the proper execution of his/her work.
- Positively treat and collaborate with customers, suppliers, the State, entrepreneurs and specialised professionals.

4. Range of occupations accessible to the holder of the certificate ³

The holder of the Diploma of this specialization can work in Tax Consulting Offices or Consulting Services in Economic Departments of the public or private sector.

The Vocational Training Diploma is recognised as a qualification for appointment in the public sector falling in the category S.E. (Secondary Education) according to the Presidential Decree no.50/2001 (Greek Official Gazette 39/Vol.A/5-3-2001).

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the 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.

5. Official basis of the certificate

Body awarding the certificate

E.O.P.P.E.P.
(National Organisation for the Certification of
Qualifications and Vocational Guidance)
Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia
<https://www.eoppep.gr/>

Level of the certificate (national or European) ¹

Level 5 National and European Qualifications Framework

Access to next level of education / training ¹

Yes

Legal basis

Law 2009/1992 on the National System of Vocational Education and Training
Law 4186/2013 on the Restructure of Secondary Education
Law 4763/2020 on National System of Vocational Education, Training and Lifelong Learning

Authority providing accreditation / recognition of the certificate

E.O.P.P.E.P.
(National Organisation for the Certification of Qualifications
and Vocational Guidance)
Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia
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Grading scale / Pass requirements

a) acquisition of the Vocational Training Certificate (V.E.K.) after successful completion of study at the Vocational Training Institute (I.E.K.)
b) acquisition of the Vocational Training Diploma after:
1. success in the theoretical part of Initial Vocational Training certification examinations (Grading scale = 1-20, Pass = 10) and
2. success in the practical part of the Initial Vocational Training certification examinations (Pass/Fail)

International agreements on recognition of qualifications¹

No

6. Officially recognised ways of acquiring the certificate

Total duration of the education / training leading to the certificate
Success in the the Initial Vocational Training certification examinations
4 semesters (until law 4186/2013) / 5 semesters (after law 4186/2013)

7. Additional information

Entry requirements ¹

Certificate of Upper Secondary School. Qualification of Level 4 (NQF/EQF) // Certificate Vocational Training School (SEK) – Qualification of Level 3 (NQF/EQF)
Following the voting of L. 4763/2020, only by an Upper Secondary Education certificate or an equivalent title of studies (Qualification of Level 4 NQF/EQF)

Indicative subjects taught:

General Accounting I & II, Law I & II, Mathematical Economics I & II, Statistics I & II, Basic Principles of Business Administration I & II, Transaction Technique, Taxation Practice, Company Accountancy, Cost Accounting I & II, Capital Taxation-Investment Incentives, Tax Accounting and Applications I and II, Computerized Accounting I & II, Accounting Applications I & II, Elements of Accounting Law-Taxation Legal Procedure , Word Processing (e.g. word 6.0 for Windows), Spread Sheets, English, Use of P/C

More information

National Qualifications Framework : <https://nqf.gov.gr/> and <https://proson.eoppep.gr/en>

National Europass Centre: **EL/NEC - E.O.P.P.E.P.** National Organisation for the Certification of Qualifications and Vocational Guidance, Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia, Greece. T.0030 2102709000 europass@eoppep.gr
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.