

1. Title of the certificate ¹

**Δίπλωμα Επαγγελματικής Ειδικότητας Εκπαίδευσης και Κατάρτισης Επιπέδου 5. Ειδικότητα Ι.Ε.Κ.:
ΣΤΕΛΕΧΟΣ ΜΗΧΑΝΟΓΡΑΦΗΜΕΝΟΥ ΛΟΓΙΣΤΗΡΙΟΥ – ΦΟΡΟΤΕΧΝΙΚΟΥ ΓΡΑΦΕΙΟΥ**

2. Title of the certificate²

**Vocational Training Diploma Initial Vocational Training (I.E.K.) Level 5. Specialty of I.E.K.:
COMPUTERIZED ACCOUNTING OFFICER - TAX OFFICE**

3. Profile of skills and competences

Learning outcomes: Knowledge, skills and competences

A typical holder of the certificate is able to:

KNOWLEDGE

- Understand, support and manage the accounting principles, in accordance to the Greek Accounting Standards.
- Comprehend, support or/and manage the administrative organization and management of human and other resources
- Perceive, support or/and manage the organization's financial management and structure
- Conduct research, identify and solve economic, organizational and administrative problems of various units.
- Support or/and manage the applicable tax provisions, the natural and legal entities income provisions

SKILLS

- Interpret and analyze the basic financial statements.
- Register and check the accounting entries entered in the accounting records.
- Interpret and analyze administrative issues.
- Apply the tax, labor, commercial legislation, even the social security legislation and the General Greek Accounting Plan
- Develop an inventory of assets.
- Accept visitors and interact on behalf of the enterprise
- Capitalize on human relations and communication.
- Compile monthly and annual tax form, in accordance with the applicable tax law.
- Apply the tax, labor, commercial legislation, even the social security legislation and the Greek Accounting Standards.

COMPETENCES

- Manage single-entry bookkeeping records.
- Manage double-entry bookkeeping records.
- Handle advanced technology office equipment
- Plan and direct personnel activities
- Classify and archive documents

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

The VET graduate of this specialty may work:

- In an Accounting Department of any entity.
- In an Accounting-Tax Office.
- In Banks and financial institutions
- As a freelance professional Accountant-Tax Consultant*

In the Treasury's financial and administrative services**

*The professional identity of a B' class Accountant-Tax consultant is granted by the Economic Chamber of Greece to the diploma holders of the Accounting Vocational Training Institute (I.E.K.); for five (5) years after obtaining the diploma, the holders exercise the assistant accountant profession. **The Diploma is recognized as a formal qualification for appointment in the public sector, in the Secondary Education graduate category, in the Administrative-Accounting or Administrative sector, by virtue of the PD 50/2001 (Government Gazette 39/A/5-3-2001), as in effect.

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

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)
41 Ethnikis Antistaseos Avenue, 14234 N. Ionia
<https://www.eoppep.gr/>

Authority providing accreditation / recognition of the certificate

E.O.P.P.E.P.

(National Organisation for the Certification of Qualifications and Vocational Guidance)
41 Ethnikis Antistaseos Avenue, 14234 N. Ionia
<https://www.eoppep.gr/>

Level of the certificate (national or European)¹

Level 5 National and European Qualifications Framework

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
success in the practical part of the Initial Vocational Training certification examinations (Pass/Fail)

Access to next level of education / training ¹

Yes

International agreements on recognition of qualifications¹

No

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

6. Officially recognised ways of acquiring the certificate

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

7. Additional information

Entry requirements¹

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 for the specialty:

GENERAL ACCOUNTING, LAW, FINANCIAL MATHEMATICS, STATISTICS, BUSINESS ADMINISTRATION, TRADE TRANSACTIONS, MARKETING, PROFESSIONAL PRACTICE, BUSINESS ECONOMICS, BUSINESS COMMUNICATIONS, TAX PRACTICE, BUSINESS ACCOUNTING, COMPUTERIZED ACCOUNTING, COST ACCOUNTING, TAX ACCOUNTING-APPLICATIONS, TEXT EDITING (COMPUTER), ACCOUNTING APPLICATIONS, APPLICATIONS ON COMMERCIAL MANAGEMENT AND PAYROLL (COMPUTER), TAX ON CAPITAL-INVESTMENT INCENTIVES, FINANCIAL MANAGEMENT, ACCOUNTING SPREADSHEETS (SPREAD SHEETS - PC)

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 EOPPEP Ethnikis Antistaseos 41 Avenue, 142 34 N. Ionia. T.0030 2102709000 europass@eoppep.gr
<http://europass.eoppep.gr> www.eoppep.gr

¹ If applicable.