

1. Title of the certificate (NL)

Ervaringsbewijs: hulpboekhouder (m/v)

In the original language

2. Translated title of the certificate

Certificate of professional competence: assistant accountant (m/f) (EN)

Titre de compétence professionnelle: aide-comptable (h/f) (FR)

This translation has no legal status.

3. Profile of skills and competences

The occupational standard was developed and approved by the sectoral social partners.

The holder of the certificate of professional competence can take care of:

invoicing:

- draws up invoices in accordance with deliveries;
- draws up invoices in accordance with legal obligations;
- draws up credit notes in accordance with arrangements;
- draws up credit notes in accordance with legal obligations.

journal entry:

- mentions the general system of accounts codes on the invoice in order to facilitate fast entry and control by the accountant;
- enters purchase and sales invoices in accordance with general bookkeeping legislation;
- enters statements of account and cash register statements in order to provide for financial transactions registration;
- contacts the supplier if incoming invoices do not comply with VAT regulations;
- checks whether payment may be made.

debtor management:

- checks accounts receivable using accounting data;
- contacts debtors to remind them of their outstanding invoice and makes agreements for payment;
- follows up the agreements made with the debtor in accordance with the prescribed procedure;
- reports to the financial manager if a debtor exceeds the credit limit.

information management:

- collects, sorts and files documents in support per document type;
- collects and files reminders to customers;
- draws up supplier forms and keeps the information up to date.

4. Range of sectors and occupations relevant to the holder of the certificate

The holder of the certificate of professional competence can work as an assistant accountant. (s)He may work in an accounting office or in the accounts department of a company with a different core activity. The job of assistant accountant is a cross-sector occupation and is to be found in both primary and secondary, trade and services sectors.

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5. Official basis of the certificate	
Name and status of the body awarding the certificate <i>Test centre recognized by the Flemish government</i>	Name and legal status of the national/regional authority providing accreditation/recognition of the certificate <i>Flemish Ministry of Employment and Social Economy</i> <i>Koning Albert II laan 35 box 21</i> <i>B-1030 Brussels</i>
Level of the certificate (national or international) <i>Flemish level</i> <i>(RAC) Recognition of Acquired Competences</i>	Grading scale / Pass requirements <i>All competences as described in point 3 must be proved.</i>
International and European agreements	
Legal basis <ul style="list-style-type: none">• <i>Flemish Government Order of 23 September 2005 implementing the Decree of 30 April 2004 on obtaining a certificate of occupational competence</i>• <i>Ministerial Order of 14 January 2009 defining the standard for the title of assistant accountant (= certificate of professional competence).</i>	

6. Officially recognized ways of acquiring the certificate

Description of followed pathways	Percentage of total programme (%)	Duration (hours/weeks/months/years)
Recognition of acquired competences	100 %	Max. 3 hours
Total duration of the assessment leading to the certificate		Max. 3 hours

Additional information

The assessment was developed according to the assistant accountant standard, as established and approved by employee and employer representatives from the sectors of live performance and social profit. The assessment consists of an optional portfolio evaluation and the actual assessment by 2 evaluators according to the assistant accountant standard.

More information is available at:

www.ervaringsbewijs.be

Flemish overview of Europass certificate supplements:

You can download the Flemish Europass Certificate supplements in different languages and find a description of the national and regional systems for qualifications at:

www.europass-vlaanderen.be/cs