



1. Title of the certificate – Yrkeshögskoleexamen ¹

Redovisningsekonom

2. Translated title of the certificate – Higher Vocational Education Diploma ²

Accountant

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of the role and conditions of companies or organisations in society.
- Knowledge of accounting theory with coding, bookkeeping, tax returns, reconciliations and IT-based accounting systems.
- Knowledge of financial statement theory with accruals, financial statement techniques, annual reports and knowledge of the relationship between accounting and taxation.
- Knowledge of financial statement work including annual reports in financial statement programmes.
- Knowledge of payroll accounting work manually and in payroll programmes, as well as integration of payroll accounting with other accounting.
- Knowledge of tax law and taxation of private individuals and businesses in all existing forms of enterprise, manually and in a tax programme.
- Skills in being able to carry out ongoing accounting work, manually and in accounting programmes, for different forms of enterprise.
- Skills in being able to do annual accounts and compile documents included in an annual report, manually and in financial statements programmes, for different forms of enterprise.
- Skills in being able to draw up declarations for all legal forms of enterprise, manually and in tax programmes, and in being able to handle the appropriations that are permitted under tax legislation.
- Skills in being able to calculate payroll, manually and in payroll programmes.
- Skills in being able to give advice on financial issues such as financing needs, financing forms and investment needs.
- Competence to be able to turn their theoretical knowledge into practical reality and be able to independently perform the duties required by the professional role of accountant/accounting consultant.
- Competence to be able to make analyses and evaluate different action options based on sections of law, good accounting practice and the industry standard Reko/Rex.
- Competence to be able to independently and in collaboration take overall responsibility for customers and be able to advise and communicate with business acumen.
- Competence to show responsiveness and flexibility to customers' varying needs.
- Competence to initiate and be responsible for development work towards improved profitability.

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

Accountant, Accounting Consultant, bookkeeping, invoicing, Accounting Consultant, financial statements, declarations, Chief Accountant in small/medium sized companies, Finance Manager in small/medium sized companies and Auditor's Assistant

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

1. Official basis of the certificate

Name and address of the awarding institution	Authority providing accreditation / recognition of the certificate
	The Swedish National Agency for Higher Vocational Education Box 145 721 05 Västerås, Sweden www.myh.se
Level of the certificate (national or European) ¹	Grading scale / Pass requirements
Level 5 in the National Qualifications Framework (SeQF) Level 5 in the European Qualifications Framework (EQF)	Fail (icke godkänt – IG) Pass (Godkänt – G) Pass with distinction (Väl godkänt – VG)
Access to next level of education / training ¹	International agreements on recognition of qualifications ¹
	The Higher Vocational Education Diploma requires a minimum of a Pass (Godkänt) in all courses.

Legal basis

A Higher Vocational Education Diploma is awarded if the study programme comprises a minimum of 200 Higher Vocational Education credits (HVE credits). Five HVE credits correspond to one week of full-time studies.

2. Officially recognised ways of acquiring the certificate

Description of vocational education and training	Percentage of total programme (%)	Duration (/weeks)
College/education centre	%	weeks
Placement – learning in a work environment	%	weeks
Total duration of the education / training leading to the certificate		weeks

3. Additional information

Entry requirements ¹

Entry requirement is successful completion of upper secondary education.

More information (including a description of the national qualifications system)

For more information on higher vocational education, please visit the website of the Swedish National Agency for Higher Vocational Education: www.myh.se

National Europass Centre

www.myh.se

¹ If applicable.