



1. Title of the certificate – Yrkeshögskoleexamen ¹

Redovisningsekonom med löneadministration

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

Accountant with Payroll Administration

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of ongoing accounting, year end accounting, declarations and annual financial reporting.
- Knowledge of internal and external financial reporting.
- Knowledge of commercial law, taxation law, association law and legal documents.
- Knowledge of financial management.
- Knowledge of company valuation.
- Knowledge of VAT rules and management.
- Skills in working independently on ongoing accounting and preparation of year end financial statements.
- Skills in drawing up annual reports and declarations.
- Skills in drawing up balance sheets and income statements and managing internal gains on goods and sales.
- Skills in drawing up and interpreting cash flow and acquisition analyses.
- Skills in working with different types of budgets and calculations.
- Skills in evaluating results and analysing profitability, financial position and liquidity.
- Competence to be able to work independently as an accountant, accounting consultant or payroll administrator both in private industry and in the public sector.
- Competence to be able to work as a consultant in their own company in the field of finance.
- Competence to be able to perform accounting and consulting services in finance, payroll, taxation and declarations.
- Competence to be able to become an authorised accounting consultant after a few years of internship in accordance with SRF's and FAR's requirements.
- Competence to be able to ensure the quality of their work through knowledge of REKO and good accounting practice.

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

Accountant, , Accounting Consultant, bookkeeping, invoicing and Accounting Consultant, financial statements and declarations, Accounting Assistant and Financial Assistant

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.

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.