



1. Title of the certificate – Yrkeshögskoleexamen ¹

Redovisningsekonom med lönekompetens

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

Accountant with payroll competence

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of legal frameworks.
- Knowledge of relevant accounting aspects.
- Knowledge of internal accounting, budgeting, financial control and calculation methods.
- Knowledge of relevant regulations (e.g. REKO).
- Knowledge of the role of the industry.
- Knowledge of ethical rules that govern the activities.
- Skills in preparing annual accounts and tax returns and communicating with the Swedish Tax Agency and the Swedish Companies Registration Office.
- Skills in handling ongoing accounting and the tasks that arise in this connection.
- Skills in communicating about the company's finances so that the owner of the business understands the business potential.
- Skills in making business evaluations.
- Skills in drawing up complete annual reports for smaller companies and assisting in their preparation in larger companies.
- Skills in performing accounting and cash flow analyses.
- Competence to perform the tasks commonly performed in the industry in their own business or in a larger company's finance department and/or in cooperation with both activities.
- Competence to record ongoing business events in the Visma business system in accordance with applicable laws and rules and independently interpret and apply labour law, rules and collective agreements.
- Competence to lead others when the situation so requires.
- Competence to provide qualified advice using computer analysis.
- Competence to become an important and competitive supplier to companies and organisations through their knowledge of digitalisation and automation.

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

Accounting Consultant, accounting, invoicing, Accountant with payroll management skills, Accounting Consultant, annual accounts, tax returns and Accounting Adviser

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.