



1. Title of the certificate – Yrkeshögskoleexamen ¹

Redovisningskonsult

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

Accounting Consultant

3. Knowledge, skills and competence profile

The holder of the certificate has:

- Knowledge of ongoing accounting and how accounting software works (the different processes). Valuation of assets, liabilities and equity in the balance sheet.
- Knowledge of financial statements and preparing annual reports.
- Knowledge of legislation and recommendations governing associations, accounting and taxation.
- Knowledge of income tax returns for limited companies, partnerships and sole proprietorships.
- Knowledge of the tax system.
- Knowledge of product calculation and budgeting.
- Skills in performing ongoing accounting, both basic and advanced, which can include projects and cost centre management and in connection with this being able to solve problems during reconciliations etc.
- Skills in valuing assets such as stock valuation and facilities. Valuing liabilities, including accrued costs.
- Skills in preparing for financial statements in order for the financial statements process to be efficient and then preparing financial statements and annual reports in accordance with applicable rules and good accounting practice.
- Skills in drawing up income tax returns for different types of associations.
- Skills in interpreting legislation and recommendations that affect different types of associations such as limited liability companies, non-profit associations, limited partnerships etc.
- Competence to independently be responsible for a customer's entire process from ongoing accounting to preparation of annual accounts and income tax returns.
- Competence to be responsible for advice from the time a customer's need arises until it is settled by the company.
- Competence to communicate and collaborate with the customer both verbally and in writing in an educational way.
- Competence to understand that working as an accounting consultant/accountant requires continued learning and development.

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

Accounting Consultant, bookkeeping, invoicing, Accounting Consultant, financial statements and declarations, Accounting Administrator, other, Accounts Manager, small companies and Accountant

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.