



SCHARTAU

ADVANCED VOCATIONAL EDUCATION AND TRAINING (AVET)

# Accounting consultant, 400 credits

This programme will provide you with the skills required to practice and independently be able to perform all of the various tasks within the financial system in your role of accounting consultant. Future workplaces could for instance be accountancy and bookkeeping firms or employment agencies oriented towards financial consultation. As a trained accounting consultant you will also have a solid basis on which to run your own business. You will devote 20 of the total of 80 weeks to Work Place Training (WPT), where you will hone your skills at various workplaces within the field of accountancy. In order to ensure that you get the most complete education possible, you will also participate in instructive work experience cases and interesting guest lectures. The programme is concluded with a diploma project.

**WORK PLACE TRAINING (WPT)** This workplace-based learning is an important part of the programme. During these periods you will be given opportunities to transform theoretical and practical knowledge acquired at the Institute into practical workplace training and develop advanced skills within the area. It is also during the workplace-based learning that you will be able to start to build networks for your future professional career. Well-conducted work experience periods often lead to a job after graduation.

**MANAGEMENT GROUP** The Management Group responsible for the design of the programme comprises representatives from Adecco, Adamssongruppen, Stockholm School of Economics, Lindqvist Skattejurister AB, Ernst & Young, VISMA, Jurecum, Södertörn University, Öhrling Pricewaterhouse Coopers AB and Frans Schartau Business Institute and also representatives for the students. The Management Group continuously monitors, evaluates and revises the programme.

**ELIGIBILITY REQUIREMENTS** In order to be accepted for the programme you must satisfy basic eligibility requirements for higher education studies and have at least a 'Pass' in Swedish A and Swedish B and also English A, English B, Business administration A and B and also Mathematics A or equivalent skills in these subjects. Work experience following upper secondary school may be taken into account.

**APPLICATIONS** Apply online at [www.schartau.se](http://www.schartau.se)

**CONTENT** The programme comprises 400 credits, where each credit corresponds to one week of full-time studies.

- Business systems 20 credits
- Labour law 10 credits
- Tax law 40 credits
- Bookkeeping and annual accounts 35 credits
- Computer skills 10 credits
- Financial control (Södertörn University) 25 credits
- Diploma project 25 credits
- Excel for business administrators 10 credits
- Financing/costing 15 credits
- Commercial law 20 credits
- Work Place Training (WPT) 100 credits
- Accounting and taxation (Södertörn University) 25 credits
- Accounting, external 30 credits
- Accounting, consolidated (group) 20 credits
- Audit 15 credits

**STUDENT INFLUENCE** A class council will be formed, where representatives for the students participate in teaching councils together with the teachers' team. Two student representatives participate in the Management Group for the programme.

**PROGRAMME QUALITY ASSURANCE** Each course completed is evaluated through questionnaires. At the start of the course the teacher and the class discuss the expectations the students have for the upcoming course and how the results of the evaluations are to be fed back to both the Management Group and the students. The programme director visits the WPT sites, where discussions and reviews are conducted with supervisors and students.

**FINANCIAL AID** Students enrolled on this programme are eligible for financial aid. For more information, contact CSN.

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**Yh-utbildning**  
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FRANS SCHARTAU BUSINESS INSTITUTE





# ACCOUNTING CONSULTANT. PROGRAMME CONTENT.

## **BUSINESS SYSTEMS (20 credits)**

This course will provide you with an opportunity to practically apply your business administration skills when working with computers. After completion of the course you will be able to use various business systems for bookkeeping and preparing annual accounts and be able to deal with customer and supplier invoices. You will also have knowledge of various systems for time accounting and payroll management and also be able to complete income tax returns with the aid tax programs.

## **LABOUR LAW (10 credits)**

Provides you with in-depth knowledge of laws within labour law and work environment and also an understanding of corporate responsibility for regulatory compliance.

## **TAX LAW (40 credits)**

We will conduct a thorough review of the structure of the tax system and look at tax return techniques, tax collection and assessment procedures. This course will provide skills in the various alternatives available for business operators and an understanding of the fiscal consequences.

**BOOKKEEPING AND ANNUAL ACCOUNTS (35 credits)** Here you will learn the fundamentals of the structure of accounts and legislation, annual account planning, analysis of results and financial status. You will also have a command of the basics of financial control and be able to deal with computer programs for bookkeeping, annual accounts and order, stock and invoicing routines.

## **COMPUTER SKILLS (10 credits)**

You will be provided with basic skills in dealing with personal computers and will be able to use standard programs for word processing and presentations.

## **FINANCIAL CONTROL – SÖDERTÖRN UNIVERSITY (25 credits)**

You will obtain in-depth knowledge of the structure of the financial system, that is to say the link between calculation, budget, accounting and follow-up. The teaching will be conducted at Södertörn University.

## **DIPLOMA PROJECT (25 credits)**

You will conduct a comprehensive project in a group where you describe the financial system of a small or medium-sized business. This will involve, among other things, clarifying and analysing the company's existing financial routines and presenting proposals for improvements. This work will also involve a short, overall description of the company's history, business concept and operations. The holistic perspective is central, for instance how accounting has been adapted to support other functions such as cost accounting and budgeting. You will be required to conduct an in-depth study of one of the system's sub-areas. This work will be reported both verbally and in writing.

## **EXCEL FOR BUSINESS ADMINISTRATORS (10 credits)**

We go through all of the computerised routines forming parts of financial control. Great weight is placed on practical and independent application in business.

## **FINANCING/COSTING (15 credits)**

You will learn how to conduct economic calculations as a basis for profitability, financial planning and financing. You will learn to use various costing methods and also assess the practicality of the calculation results in various decision situations. You will also learn to calculate the company's capital requirements and evaluate various financing alternatives.

## **COMMERCIAL LAW (20 credits)**

This course provides you with in-depth knowledge about the laws and contracts regulating various business relationships. You will develop your capacity to independently resolve legal problems with the aid of statutory texts and legal manuals. You will also be able to interpret and independently draft legal documents used in business life and also know how to prevent and resolve conflicts. The course will also deal with the impact of EU law on Swedish legislation and provide you with fundamental understanding of the background, development and future of the European Union. The course will also provide you with knowledge of laws within labour law and work environment and also an understanding of corporate responsibility for regulatory compliance.

## **WORK PLACE TRAINING, WPT (100 credits)**

This workplace-based training is divided into two periods which are assigned to the second academic year. The objective of the WPT periods is that the student should participate in the everyday work at an accounting firm or in a finance department. This will help to provide you with an in-depth understanding of the work tasks at a company and also provide a broad overall view of the work process.

## **ACCOUNTING AND TAXATION – SÖDERTÖRN UNIVERSITY (25 credits)**

You will acquire a basic knowledge of terminology, methods, structure and the links between accounting and tax assessment. You will learn to register financial transactions and how annual accounts and annual reports are prepared for various forms of business. The teaching will be conducted at Södertörn University.

## **ACCOUNTING (50 credits)**

This course will provide you with in-depth knowledge of the structure of accounting, annual account planning and similarly analysis of results and financial status. You will also learn to read and evaluate an annual report in English. The course contains more advanced studies in annual account planning and annual accounts for various forms of business, the requirements of the Annual Accounts Act for income statements and balance sheets, evaluation theories for balance sheet items, English terminology, cash flow statements, corporate analysis and consolidated (group) accounts. The accounting course is divided into two modules: External accounting (5 credits) and Consolidated accounts (4 credits).

## **AUDIT (15 credits)**

Provides you with basic knowledge about the public and corporate responsibilities and work of an auditor. We review the role and tasks of the auditor and also the rules, instructions and recommendations forming the basis of generally accepted auditing standards.

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