

ACCOUNTING TECHNICIAN I

There is always a great demand for skilled accounting technicians with genuine knowledge. Many have an important role as a financial manager's 'right-hand person'. The breadth of knowledge is contextually central. As a co-worker with specific tasks in the finance department, it is sometimes difficult to see the overall picture. The course Accounting Technician I aims both to provide knowledge within each subject and to provide an understanding of the links between the various components of business finance. The course's three main elements provide a complete knowledge base, which has immediate practical use.

This course is for those of you who work as administrators or assistants in the finance department, or have different positions where your work involves some parts of the accounting system, for example accounts payable and receivable, and you want to expand your field of responsibility. The course is also suitable for those of you who have the overall responsibility for administration, payroll and finance for a small business, or for those of you who have just started, or intend to start, their own businesses. After the course you will be able to perform an accounting technician's day to day tasks, and you will have considerable knowledge of practical financial activities. You will be able to independently handle accounting and payroll administration for a small business or assist in this work in a larger organisation.

COURSE CONTENTS

Part 1 – Basic Business Economics

8 teaching units

The course begins with an introduction into business economics and a review of various business entities.

CONTENTS

- ▶ Business economics concepts
- ▶ Basic company law

Part 2 – Accounting

40 teaching units

Accounting is of course the most important and core part of the course. You learn how business events are recorded, how profits and losses, and financial position are reported and how accounting documentation should be filed.

CONTENTS

- ▶ Accounting terms and account types
- ▶ The accounting system's structure
- ▶ The BAS chart of accounts
- ▶ Payroll, social security contribution and tax reporting
- ▶ VAT reporting
- ▶ Tax returns and payments to tax accounts

- ▶ Depreciation and other accruals
- ▶ Reconciliation of accounts
- ▶ Filing accounting documentation
- ▶ Laws, regulations and standards for accounting
- ▶ Accounting and computers

Part 3 – Payroll

24 teaching units

It is common for the person who does the accounting to be responsible for the payroll administration too. The tasks are related, but there are also many specific rules that the business's payroll administrator needs to be aware of: regarding working hours, holidays and time off, sick pay, subsistence allowances, social security, tax at source etc. Knowledge of payroll administration is thus very important for the accounting technician, particularly in smaller businesses where there often only is no one else who knows these rules and regulations.

CONTENTS

- ▶ Rules on working hours and time off
- ▶ Tax at source and payroll tax
- ▶ Travel- and subsistence allowance regulations
- ▶ Income statements - corrections, reconciliation to the company's accounting
- ▶ Computer applications - to use the Internet for payroll work

SCOPE

A total of 72 teaching units. Teaching one day a week 09.00-16.00 for 9 weeks.

PROOF OF ATTENDANCE

All participants who meet the attendance requirement of at least 70% receive FEI's written proof of attendance with a course description.

CERTIFICATES

A written exam is given at the end of the course. The attendance requirement is at least 70% on each of the modules. In order to receive an accounting technician certificate the requirements are pass grades on both the Accounting Technician I & II exams as well as course completion with at least 70% attendance on either of the two courses.

FEES

COURSE DATES
Go to www.fei.se

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