

ACCOUNTING TECHNICIAN II

In the continuation course Accounting Technician II your knowledge is developed further. The focus is now even more on comprehension and analysis. The aim is to equip you with the skills that renders independent responsibility possible for certain tasks that are part of the financial work. Just as in the foundation course, the overall picture is of importance. The Accounting Technician II course weaves four important elements together. The Excel module yields self-contained knowledge which also is applicable to the year-end procedures and budgeting. The payroll part of the course concentrates on the sections with particular relevance to financial administration. 'Annual accounts' is the most comprehensive module and provides significant expertise in the field. The concluding section budgeting is based on a thorough understanding of the annual accounts.

This course is aimed at those of you who have completed Accounting Technician I or have acquired the equivalent knowledge in other ways. You are probably already working as an accounting technician and need to extend your knowledge to be able to participate in the business's year-end procedures and budgeting. Prior knowledge of Excel is not necessary.

At the end of the course, you will have broadened your knowledge further so that you can make a significant contribution to the work carried out on annual accounts, budgeting and financial control in a small business or assist in these tasks in a larger enterprise.

COURSE CONTENTS

Part 1 – Excel

16 teaching units

Excel is one of the most useful computer programs for the business's financial work. We go through how Excel is integrated with other programs and how financial reports and presentations are created.

CONTENTS

- ▶ Presentation of financial information
- ▶ Linking
- ▶ Mathematical, logical and financial functions
- ▶ Information exchange between Windows programs
- ▶ Importing accounting files

Part 2 – Payroll

12 teaching units

This module focuses on two important areas of remuneration that have particular relevance to the year-end procedures i.e. holiday pay and reimbursement of expenses.

CONTENTS

- ▶ Holiday pay calculations
- ▶ Subsistence allowances and other expenses

Part 3 – Financials

32 lessons

Step by step, and at increasing levels of difficulty, the various areas that need to be mastered in order to prepare the annual accounts are covered. You are given the opportunity to gain practical knowledge of applying valuation rules according to civil and tax laws, and the appropriations a business may utilise.

CONTENTS

- ▶ Reconciliation of balance sheet items
- ▶ Accruals, current and at year-end
- ▶ The relationship between the valuation and income
- ▶ Valuation of current and fixed assets
- ▶ Appropriations and untaxed reserves
- ▶ Reporting of own corporation tax

Part 4 – Budgeting

12 lessons

The course is summed up in the concluding section on budgeting. The budgeting task is the activity that often affects the greatest part of the organisation, and in the budget the business's activities are co-ordinated.

CONTENTS

- ▶ Cash flow and profit forecasts
- ▶ Profitability and return on capital employed
- ▶ Budget games

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 the 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 Accounting Technician II.

FEES

COURSE DATES
Go to www.fei.se

FÖRETAGS
EKONOMISKA

INSTITUTET

1888

fei.se

Kammakargatan 10, BOX 1341, 111 83 Stockholm, Sweden +46(0)8-545 137 90 info@fei.se www.fei.se