

Accounting Assistant - SV

From Ledgers to Bookkeeping

An accounting test in Swedish based on K2/K3, designed to distinguish candidates whose experience is mainly limited to ledgers and payments from those who also have bookkeeping skills and familiarity with processes and procedures in larger organisations. Suitable for all seniority levels.

 24 QUESTIONS 35 MIN SWEDISH K2 / K3

4 skill areas

 Accounts Receivable & Payable  Bookkeeping  Expense Management  Processes & Procedures 

WHAT THE TEST MEASURES



Accounts Receivable & Payable

Ledgers, invoices, input and output VAT, accounts, manual reconciliations, payments, bank transfers, accounting dates, discrepancies, credit notes, accruals, incorrect invoices and international payments.



Bookkeeping

Basic and more advanced bookkeeping: common customer and supplier invoices, entertainment expenses and receipts, corrections, credit notes, payroll, accrued holiday pay, foreign currency and tax revenue.



Expense Management

Receipt management, entertainment expenses, archiving rules, VAT rates, meals and alcoholic beverages, travel expenses, tax-free per diems, foreign invoices and reverse charge.



Processes & Procedures