

## PERSONAL INFORMATION

Andrej Minarovic

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## APPLIED FOR

Slovak Member of the European Court of Auditors

## WORK EXPERIENCE

01/02/2022–present

**Principal Manager in charge of the Professional Training and Learning & Development****European Court of Auditors, Luxembourg (Luxembourg)**

- Assessing all departments' training needs
- Drafting the annual work programme and the multiannual Learning & Development plan
- Supervising the organisation of courses, conferences, presentations
- Reporting on the implementation of the working programme
- Contributing to the mid-term activity report
- Drafting the Professional Training annual activity report
- Acting as authorising officer by sub-delegation
- Preparing budget estimates
- Overseeing implementation of the training budget

07/06/2021–31/01/2022

**Head of Task (Freedom of movement during the COVID-19 crisis)****European Court of Auditors, Luxembourg (Luxembourg)**

- Organised, planned and supervised the work of the audit team to ensure that contributions of individual team members are of a high quality and delivered on time. This included (i) giving clear instructions concerning the audit work, the responsibilities and the reporting requirements; (ii) providing appropriate guidance and advice; and (iii) performing critical and constructive review of draft contributions
- Reviewed draft clearing letters prepared by audit mission leaders
- Supervised and coached less experienced auditors
- Promoted team-spirit and ensured open communication with team members and hierarchy
- Expanded professional knowledge

14/11/2019–11/05/2021

**Deputy Head of Task (Migrant smuggling)****European Court of Auditors, Luxembourg (Luxembourg)**

- Prepared the Evidence Collection Plan for the task
- Provided support to the HoT throughout the whole audit
- Produced high-quality audit results within the deadlines
- Prepared documents for the Independent Quality Review and 4 adversarial meetings with auditees

- 15/07/2018–13/11/2019 **Head of task (Migration management in Greece and Italy)**  
European Court of Auditors, Luxembourg (Luxembourg)
- Organised, planned and supervised the work of the audit team to ensure that contributions of individual team members are of a high quality and delivered on time. This included (i) giving clear instructions concerning the audit work, the responsibilities and the reporting requirements; (ii) providing appropriate guidance and advice; and (iii) performing critical and constructive review of draft contributions
  - Reviewed draft clearing letters prepared by audit mission leaders
  - Supervised and coached less experienced auditors
  - Promoted team-spirit and ensured open communication with team members and hierarchy
  - Expanded professional knowledge
- 01/05/2018– 31/05/2018 **Head of task (Opinion 3/2018 on the Financial regulation applicable to the 11<sup>th</sup> EDF)**  
European Court of Auditors, Luxembourg (Luxembourg)
- Analysed the Commission's proposal and drafted the Court's opinion
- 01/09/2017–15/07/2018 **Performance auditor (EU-Turkey refugee facility)**  
European Court of Auditors, Luxembourg (Luxembourg)
- Provided support to the HoT in the final report drafting
  - Produced high-quality audit results within the deadlines
  - Ensured that the audit evidence obtained was sufficient, reliable and adequately documented
- 15/12/2013–31/07/2017 **Head of task (EDF DAS)**  
European Court of Auditors, Luxembourg (Luxembourg)
- Drafted the 2013-2016 annual reports on the EDFs
  - Organised, planned and supervised the work of the whole audit team (7-8 auditors) to ensure that contributions of individual team members are of a high quality and delivered on time. This included (i) giving clear instructions concerning the audit work, the responsibilities and the reporting requirements; (ii) providing appropriate guidance and advice; and (iii) performing critical and constructive review of draft contributions
  - Reviewed draft reports prepared by audit mission leaders and analysed replies from the auditees (DG DEVCO and DG ECHO)
  - Supervised and coached less experienced auditors
  - Promoted team-spirit and ensured open communication with team members and hierarchy
  - Expanded professional knowledge
- 01/03/2010–15/12/2013 **Mission leader (EDF DAS)**  
European Court of Auditors, Luxembourg (Luxembourg)
- Planned, organised and led audit visits
  - Assigned audit tasks to auditors and reviewed their working papers
  - Supervised and coached less experienced auditors
  - Drafted Statements of Preliminary Findings (SPFs) following the audit visits

- 01/05/2007–01/03/2010 **Performance auditor (Structural policies)**  
European Court of Auditors, Luxembourg (Luxembourg)
  - Provided support to the team leader in the final report drafting for the rail transport and the waste water treatment performance audits
  
- 15/08/2005–31/03/2007 **Audit associate in audit and advisory services**  
PricewaterhouseCoopers, Bratislava (Slovakia)
  - Statutory and IFRS audit services, reviews of financial statements for group reporting purposes
  
- 01/04/2005–30/06/2005 **Risk specialist**  
Slovak Telecom (Deutsche Telekom Group), Bratislava (Slovakia)
  - Team member in the Sarbannes – Oxley Act (SOX) implementation project

EDUCATION AND TRAINING

- 19/05/2021 **Certification in Risk Management Assurance (CRMA)**  
Association of Certified Fraud Examiners, Austin (United States)
  
- 21/01/2021 **Certified Fraud Examiner (CFE)**  
Association of Certified Fraud Examiners, Austin (United States)
  
- 08/11/2019 **University Diploma - Fundamentals of statistics applied to audit**  
University of Lorraine, Nancy (France)
  
- 28/09/2017 **Certified Internal Auditor (CIA)**  
Institute of Internal Auditors, Lake Mary (United States)
  
- 16/07/2015 **Certified Government Auditing Professional (CGAP)**  
Institute of Internal Auditors, Lake Mary (United States)
  
- 01/09/2000–25/05/2005 **Masters degree in international economic relations**  
Faculty of international relations, University of Economics, Bratislava (Slovakia)  
Award for the best student of the UE Bratislava

PERSONAL SKILLS

Mother tongue(s) Slovak

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
	State exam diploma				
German	C1	C2	B2	C1	C1
	State exam diploma				

French	B2	C2	B2	B2	C1
Level 8 exam in the language course organised by EU institutions					
Czech	C2	C2	A2	A2	A2
Slovenian	B2	B2	B2	B2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills**

Clear and effective presentation of the audit reports at the Council  
 Encouraging positive team spirit through open communication and regular meetings  
 9 years of internal training delivery at the ECA

**Organisational / managerial skills**

Good organisational and managerial skills gained over the last 17 years as a Principal Manager, Head of Task, team leader and mission leader at the ECA

**Job-related skills**

Ability to plan, organise and implement projects and other activities, ensuring that quality standards are maintained and deadlines are met

Capacity to lead and motivate a multilingual and multicultural team, identify and maximise staff potential and manage conflict

Proven contribution to the achievement of the organisation's objectives

Ability to deal with budgetary and/or financial matters

**Digital competence**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital competences - Self-assessment grid

- Visual Basic for Applications (focus on Excel),
- ABAC Workflow, CRIS, SAP, MS Office (Word, Excel, Access, PowerPoint, Project) - user