



Foreign Exchange Dealers' Association of India

(Self-Regulatory Organisation of all Authorised Dealers regulated by RBI)

173, Maker Tower 'F'
Cuffe Parade
Mumbai - 400 005.

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CIN: U67190MH1988NPL047993

Circular Letter No. 09/2026
25 August 2026

RECRUITMENT NOTICE

FEDAI, as a Self-Regulatory Organisation (SRO) for all Authorised Dealers regulated by the Reserve Bank of India, is required to align its governance and operations with prescribed regulatory standards and effectively discharge its expanded responsibilities. In this context, FEDAI proposes to strengthen its organisational capacity through recruitment for the following positions.

Position Summary

Position	No. of Post	Location	Broad Role
Manager – Memberships, Regulatory Coordination & Knowledge Support	1	Mumbai	Memberships, coordination, committees and knowledge support (Annexure I)
Manager – Accounts, Taxation & Finance	1	Mumbai	Accounting, taxation, budgeting, investments and financial reporting (Annexure I)

Eligibility Criteria

1. Manager – Memberships, Regulatory Coordination & Knowledge Support

- Minimum Qualification: Graduate from a recognised university.
- Minimum 5 years of experience in a bank, preferably in foreign exchange, trade finance, international banking, regulatory/compliance or related functions.
- Good understanding of banking, foreign exchange markets, international trade and applicable RBI/FEMA regulations.
- Working knowledge of trade finance and UCPDC.
- Strong analytical, drafting and problem-solving skills, with excellent written and verbal communication skills in English.
- Ability to manage multiple stakeholders, handle complex documentation and work independently within defined timelines.
- Good working knowledge in Microsoft Excel, Word etc.

2. Manager – Accounts, Taxation & Finance

- Graduate in Commerce / Finance or equivalent. CA / CA (Inter) qualification would be an advantage.
- Minimum 5 years of relevant experience in a corporate / financial-sector organisation in an accounting or similar role.
- Hands-on experience in Tally ERP-based accounting systems and taxation-related compliance.
- In-depth working knowledge of GST, Income Tax, Corporate Tax and Professional Tax.
- Strong practical knowledge of accounting, Trial Balance and preparation of financial statements.
- Good understanding of budgeting, expenditure monitoring and financial reporting, with strong analytical and reconciliation skills.
- Good working knowledge in Microsoft Excel, Word etc.

Terms of Employment

- Age: Not above 35 years as on the date of notification. Relaxation may be considered in deserving cases.
- Remuneration: Best in the industry, commensurate with qualifications and experience.
- Location: Mumbai.
- Selected candidates will be expected to undertake responsibilities appropriate to the position and such other assignments as may be entrusted from time to time.

Application Process

Interested candidates may apply in the prescribed format enclosed with this notice (Annexure II), duly filled and signed, along with a recent passport-size photograph affixed thereon. The duly completed application should be emailed to **dce@fedai.org.in**, with the subject line "Application for the post of Manager – Memberships, Regulatory Coordination & Knowledge Support" or "Application for the post of Manager – Accounts, Taxation & Finance", as applicable, **so as to reach FEDAI on or before 30 September 2026**. Only shortlisted candidates will be contacted.

- Candidates should clearly indicate the post applied for.
- Applications should contain complete information on qualifications, professional experience and relevant competencies.
- Supporting documents need not be enclosed at the application stage and will be sought only from shortlisted candidates.
- Shortlisted candidates will be called for an interview/interaction, details of which will be communicated separately. No TA/DA will be paid for attending the interview/interaction.
- Any form of canvassing, directly or indirectly, will lead to disqualification of the candidature.
- FEDAI reserves the right to reject any or all applications, and to modify, postpone or cancel the recruitment process at any stage, without assigning any reason.

Chief Executive Officer

Key Responsibilities / Key Performance Areas – Manager – Memberships, Regulatory Coordination & Knowledge Support

Regulatory & Policy Support: Assist in analysing regulatory developments and preparing notes, communications, reports and other material for consideration by senior management and various committees.

Member Interface: Coordinate and respond to queries and communications received from member banks; maintain appropriate records and ensure timely follow-up and resolution.

Membership Management: Coordinate processes relating to admission, retirement and cessation of membership; maintain membership records and databases; and facilitate annual information, declarations and subscription-related processes.

Committee & Meeting Support: Assist in preparing agendas, papers and background material for the Board, Managing Committee, Technical Committees and other committees; prepare minutes and monitor follow-up actions.

Knowledge & Publications: Coordinate the periodic updating of FEDAI books, e-books, compendiums, guidelines and other knowledge resources.

Coordination & Reporting: Coordinate with member banks, brokers, committees and other stakeholders and prepare periodic reports/status updates for senior management.

Other Responsibilities: Undertake such other assignments as may be entrusted from time to time.

Key Responsibilities / Key Performance Areas – Manager – Accounts, Taxation & Finance

Accounting & Financial Records: Maintain day-to-day books of accounts and accounting records using Tally ERP-based accounting solutions; ensure accuracy and timely recording of financial transactions.

Financial Statements: Prepare and review Trial Balance, Balance Sheet and other financial statements/reports and provide information required for management and audit purposes.

GST & Taxation: Handle GST-related matters, including computation, returns, reconciliations and compliance; coordinate matters relating to Income Tax, Corporate Tax and Professional Tax.

Budgeting & Monitoring: Assist in preparation of the annual budget and monitor expenditure against approved budgets; provide periodic variance and financial reports to management.

Investments & Reporting: Maintain records of FEDAI's investments, monitor investment-related transactions and prepare periodic investment reports.

Audit & Compliance: Coordinate with auditors and assist in providing financial information, schedules and supporting documents for audit and other statutory requirements.

MIS & Management Reporting: Prepare periodic financial statements, MIS and other reports as required by senior management/committees.

Other Responsibilities: Undertake such other accounts and finance-related assignments as may be entrusted from time to time.

FOREIGN EXCHANGE DEALERS' ASSOCIATION OF INDIA (FEDAI)

Application Format

Application for the Post of (tick one):

- ☐ Manager – Memberships, Regulatory Coordination & Knowledge Support
- ☐ Manager – Accounts, Taxation & Finance

(Please affix recent passport size photograph)

To
 The Deputy Chief Executive Officer
 Foreign Exchange Dealers' Association of India
 173, Maker Tower 'F', Cuffe Parade
 Mumbai – 400 005.

Personal Details

Full Name	
Address	
Email ID	
Contact Number	
Date of Birth	
PAN	
Aadhaar Number	

Professional Details

Present / Last Employer (Name & Address)	
Current Designation	
Total Work Experience (Years)	

Educational Qualifications (From HSC onwards)

S.No.	Year	Course / Degree	Institution	Subject	Marks (%) / Remarks

Professional Experience (From first employment onwards)

S.No.	Period	Organisation	Designation	Key Responsibilities

Relevant Experience & Competencies - Key Responsibilities / Key Performance Areas (Annexure I)

Additional Information

Any relevant achievements, leadership roles, certifications or experience supporting your candidature for shortlisting:

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I further confirm that I meet the eligibility criteria for the post, based on the key parameters specified.

Signature: _____

Place: _____

Date: _____

Note:

1. Submission of supporting documents, including educational certificates and experience testimonials, is not required at the application stage. These will be sought only from shortlisted candidates at a later stage.
2. The duly completed application should be emailed to **dce@fedai.org.in**, with the subject line "Application for the post of Manager – Memberships, Regulatory Coordination & Knowledge Support" or "Application for the post of Manager – Accounts, Taxation & Finance", as applicable, **so as to reach FEDAI on or before 30 September 2026.**
