

## Knowledge Editor — Law Firm Management, Founders' Office | 1 Post

### About AK & Partners

AK & Partners (Advocates & Solicitors) is a full-service regulatory, fintech, and general corporate law firm based in New Delhi. The firm advises clients across financial services regulation (RBI, SEBI, IRDAI, payment systems), foreign exchange and investment (FEMA/FDI), corporate and commercial transactions, mergers and acquisitions, data protection, and insurance intermediary compliance. Our founding partners are ranked by Chambers & Partners (FinTech, 2026) and by The Legal 500 (Banking & Finance — Leading Individual and Next Generation Partner). We work with banks, NBFCs, fintech platforms, payment aggregators, insurance companies, and corporate clients on complex, multi-jurisdictional mandates. Our team values independent thinking, strong drafting, and client ownership at every level of seniority.

### Role Overview

The Knowledge Editor sits in the Founders' Office — which means you work directly on the things the founding partners work on to run and grow the firm. This is not a paralegal or content intern role. The Knowledge Editor is responsible for the firm's written voice: our client newsletters, regulatory alerts, published articles, social media presence, internal training materials, and knowledge repository. You will own the pipeline from raw legal insight — produced by our partners and senior associates — to published, polished content that reaches clients, regulators, and the broader legal and fintech ecosystem.

The ideal candidate is a law graduate (or equivalent) with sharp editing instincts, an understanding of how commercial legal work is structured, experience in legal writing and content management, and the ability to work at pace in a specialist environment. A background in journalism, policy research, or chambers-of-commerce communications is a genuine advantage.

**Posts:** 1

**Qualification:** Graduate degree required; LL.B. or legal background strongly preferred

**Experience:** Minimum 1–2 years in legal writing, content editing, or communications — ideally in a law firm, legal publisher, policy organisation, or chamber of commerce setting

### Key Responsibilities

- Edit, write, and publish the firm's weekly regulatory newsletter for clients, covering RBI, SEBI, IRDAI, MCA, and fintech developments with commercial framing — not just statutory summary.
- Draft and edit articles, thought leadership pieces, and regulatory commentary for publication under the firm's name and the partners' bylines, including flagship publications such as the AKP RBI Regulatory Penalty Report.
- Manage the firm's social media handles (LinkedIn primarily) — plan content calendars, draft posts, design graphics using Canva or equivalent tools, and monitor engagement.
- Build and maintain the firm's internal knowledge repository: precedent documents, regulatory matrices, practice guides, and training materials, organised for ease of access by the practice team.

- Track relevant Supreme Court and High Court orders, regulatory circulars, and legislative developments across the firm's practice areas and circulate timely internal briefings.
- Coordinate and support internal training sessions and onboarding programmes for new team members – preparing materials, scheduling, and facilitating sessions where required.
- Manage website content and updates (WordPress or equivalent); ensure practice pages, team profiles, and thought-leadership archives are current and accurate.
- Coordinate event logistics and communications for firm-hosted events, client briefings, webinars, and participation in external conferences.
- Work directly with the founding partners on law firm management tasks – you are a member of the Founders' Office, not a standalone department.

### Minimum Qualifications & Skills

- Graduate degree required; LL.B. or postgraduate degree in law, mass communication, journalism, or a related field is preferred.
- Minimum 1–2 years of demonstrable experience in legal writing, content editing, or editorial work – at a law firm, legal publisher, policy think tank, chamber of commerce, or newspaper.
- Prior verifiable experience managing social media accounts professionally – including content planning, graphic design (Canva or equivalent), and platform analytics.
- Ability to understand commercial and regulatory legal developments and reframe them for a business audience, without sacrificing accuracy.
- Strong project management instincts – able to manage multiple content pipelines simultaneously, meet publication deadlines, and coordinate across the practice team.
- Event management or training coordination experience is an advantage.
- Excellent written English; able to match and maintain a consistent firm voice across different formats and audiences.

### What You Can Expect at AK & Partners

The Founders' Office operates at the intersection of legal practice, firm strategy, and AK & Partners' public profile. You will have a front-row seat to how a specialist regulatory and fintech law firm is built and run – and real ownership over the content and communications that represent the firm externally. If you are a sharp writer who understands the legal world and wants to do something more strategic than document review, this is the role.

### How to Apply

Send your CV and a brief cover note to [recruitment@akandpartners.in](mailto:recruitment@akandpartners.in). Use the role title as the subject line. Incomplete applications or applications that do not meet the minimum qualification requirements stated above will not be reviewed.

**Location:** Hauz Khas Village, New Delhi – full-time, on-site only.

**Remuneration:** Negotiable and commensurate with market standards and the candidate's demonstrated experience.