

KEY DIRECTOR'S DUTIES

For Directors of private companies

Key Director's Duties

From keeping accurate day-to-day accounting records to ensuring annual financial statements and returns are provided to Companies House and HM Revenue and Customs, any company director has legal duties they must fulfil. Whether you're getting a small start-up off the ground or running an established business, it's essential to stay on top of your responsibilities. Our guide gets you started.

- Day to day record keeping (accounting and other records)
- Annual filings to Companies House/HM Revenue and Customs
- Payment of corporation taxes
- Disclosures to Companies House re ownership of the company etc.
- Other taxes VAT/ payroll etc.
- Company conduct:
 - Health and safety
 - Trading solvently
 - Entering contracts etc. on behalf of the company.
- Duty to avoid conflicts of interest
- Duty to exercise reasonable care, skill and diligence
- Duty to declare interest in proposed transactions or arrangements