

I've Been Offered a Director Role... Now What?

What You May Need to Do

- Understand your legal responsibilities. Directors must act in the best interests of the company and its shareholders. This includes keeping proper records, filing accounts on time, and avoiding conflicts of interest.
- Know you're personally responsible. Even if the company is limited, directors can still be held accountable if rules are broken - especially when it comes to tax, record keeping, and insolvent trading.
- Check your Companies House listing. Once appointed, your name, address (or service address), and other details become public. You can use a registered office or service address to protect your privacy.
- Understand your tax position. Being a director may change your income type - for example, you might be paid a salary or dividends, which will need to be reported on a Self Assessment tax return.
- Review the company's setup. Are you also a shareholder? Will you be involved day-to-day? What does the company expect from you? Make sure the structure and expectations are clear before signing on. Make sure there is a shareholders' agreement in place from day one - it helps avoid confusion, disputes and surprises later.
- Ask about indemnity insurance. Some businesses take out Directors and Officers (D&O) insurance to protect directors if they're accused of wrongdoing while carrying out their duties. It's worth checking what's in place.

How I Can Help

I can:

- Explain your director responsibilities in plain English
- Help you understand your tax position and filing needs
- Set up payroll or dividend payments correctly
- Check Companies House records and update if needed
- Work with your legal team if contracts or responsibilities need reviewing

Easy Mistakes to Avoid

- ✗ Thinking it's just a figurehead role - the law still applies
- ✗ Forgetting to register for Self Assessment or report dividends
- ✗ Using your home address on the public register without realising
- ✗ Taking on a role without understanding the risks
- ✗ Overstepping your duties without proper authority

Need a hand?

Becoming a director can be exciting and empowering - but it's important to get it right from the start. Let's make sure you step into the role with clarity and confidence.